

Austin, TX 78714-9037

Page No. _____ Of _____

Account Number:

Qtr./Yr.

See Reverse Side For Instructions

If the Social Security number, name or wages of one or more employees were omitted from or erroneously reported on a Wages List, each such error should be corrected on this form. List only the data for which corrections are required.

For TWC Use Only

Audited by	Prepared By
AE Number	AE Number

Important (If this adjustment affects total or taxable wages reported on Form C-3, Employer's Quarterly Report, you must complete Form C-5, Adjustment Report.) ☒ C-5 Attached

(1) Employee's Social Security Account Number	(2) Employee's Name 1 st 2 nd Init. Init. Last			(3)	(4)
				Total Wages	
				As Reported	Corrected
			Totals		

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Tax Department, PO Box 149037, Austin, Texas 78714-9037, (512) 463-2699. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

I certify all information contained in this adjustment is true and correct.

Signed	Title	Date	20
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(Signature and Title-Owner, Partner, President, Etc.)

**A Separate Form Must Be Filed For Each Quarter Being Corrected.
List Only The Data For Which Corrections Are Required**

Examples To Correct Data Previously Reported or Omitted

(1) Employee's Social Security Account Number	(2) Employee's Name 1st 2nd Init. Init. Last			(3) Total Wages	(4)
				As Reported	Corrected

The following example illustrates the proper method to report either omitted Social Security Account Number(s) or Wage Amount(s). The Total Wages, As Reported, Column (3) will be -0- as no wages were credited to employee's earning records due to the omitted Social Security Account Number or wage amount.

123	45	6789	J. A. DOE	-0-	1,000.00
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The following example illustrates the proper method to correct the amount of wages previously reported for J. A. Doe.

123	45	6789	J. A. DOE	1,000.00	1,200.00
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The following example illustrates the proper method to correct wages erroneously reported for J. B. Doe instead of J. A. Doe.

123	45	6789	J. B. DOE	1,000.00	-0-
123	45	6789	J. A. DOE	-0-	1,000.00

The following example illustrates the proper method to correct the reporting of an erroneous Social Security Account Number.

123	54	6789	J. A. DOE	1,000.00	-0-
123	45	6789	J. A. DOE	-0-	1,000.00