

**TEXAS WORKFORCE COMMISSION**

Austin, TX 78714-9037

Wage List Adjustment Schedule

Page No. \_\_\_\_ Of \_\_\_\_

(To Correct **Total Wages** Previously Filed on Form C-4)

Account Number: \_\_\_\_\_

Qtr./Yr. \_\_\_\_\_

Employer's Name and Address:	<p><b>See Reverse Side For Instructions</b></p> <p>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.</p>
------------------------------	--

Reason For Adjustment: _____	<p><b>For TWC Use Only</b></p> <table style="width:100%"> <tr> <td>Audited by _____</td> <td>Prepared By _____</td> </tr> <tr> <td>AE Number _____</td> <td>AE Number _____</td> </tr> </table>	Audited by _____	Prepared By _____	AE Number _____	AE Number _____
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			(3) (4) Total Wages	
	1 <sup>st</sup> Init.	2 <sup>nd</sup> Init.	Last	As Reported	Corrected
<b>Totals</b>					

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](mailto: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 \_\_\_\_\_

(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**

<b>Examples To Correct Data Previously Reported or Omitted</b>
--

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

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
-----	----	------	-----------	----------	----------

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