

**CORRECTION OF EMPLOYEE QUARTERLY EARNINGS REPORT**

**PLEASE READ INSTRUCTIONS BELOW FOR FILING REQUIREMENTS AND EXPLANATION OF ITEMS**

CONN. REG. NO.: \_\_\_\_\_

**CONNECTICUT DEPARTMENT OF LABOR  
EMPLOYER TAX ACCOUNTING UNIT  
200 FOLLY BROOK BOULEVARD  
WETHERSFIELD, CT 06109-1114**

QUARTER \_\_\_\_\_ YEAR \_\_\_\_\_

EMPLOYER TRADE NAME: \_\_\_\_\_

TOTAL PAGES ON THIS REPORT INCLUDING CONTINUATION SHEETS: \_\_\_\_\_

TYPE OR PRINT <b>LIST ONLY THOSE EMPLOYEES WHOSE WAGES ARE BEING CORRECTED.</b>													
1. EMPLOYEE SOCIAL SECURITY NUMBER			2. NAME OF EMPLOYEE FIRST INITIAL, LAST NAME			3. WAGES AS LISTED ON ORIGINAL REPORT		4. CORRECT AMT. OF WAGES		5. INCREASE		6. DECREASE	
DO NOT WRITE IN THIS SPACE WAGE RECORD CORRECTED _____			7. TOTAL FOR THIS PAGE										
			8. TOTAL FOR THIS REPORT										

**INSTRUCTIONS**

This form is a Quarterly Combination Correction for to be used to correct an EMPLOYER CONTRIBUTION RETURN (Form Conn. UC-2) and EMPLOYEE QUARTERLY EARNINGS REPORT (Form UC-5A), which you have previously filed with this department. Submit the original and keep a copy for your files. A separate form must be submitted for each quarter in which there is a correction to be made.

**DO NOT USE these forms to correct social security numbers or employee names. Please submit a detailed letter on your company letterhead explaining the correction addressed to the DEPARTMENT OF LABOR, EMPLOYER TAX ACCOUNTING UNIT, 200 FOLLY BROOK BLVD., WETHERSFIELD, CT 06109-1114.**

**HOW TO PREPARE FORM CONN. UC-5A (CORR.)**

Heading: Enter your Connecticut Registration Number, Quarter/Year, and Employer Trade Name. Enter the total pages on this report, including Continuation Sheets.

LIST ONLY EMPLOYEES WHOSE WAGE ARE BEING CORRECTED.

1. Enter employees' Social Security Numbers
  2. TYPE or PRINT the name of each employee
  3. Enter the Employees' Wages as listed on original Employee Quarterly Earnings Report.
  4. Enter the Employees' Correct Wages.
  5. If the difference in Item 3 and 4 is an increase, enter difference here.
  6. If the difference in Item 3 and 4 is a decrease, enter the difference here.
  7. Enter the Totals for this page in Column 5 and Column 6.
  8. Enter the totals for this sheet and all Continuation sheets attached.
- If there is not enough space to list all employees on form Conn. UC-5A (Corr.) then a Continuation sheet may be used. The Continuation Sheet should be on 8½"X11" paper showing employer's name and tax registration number. Each page must show a page number beginning with page 2, following the format of page 1.

**IF YOU FILED YOUR ORIGINAL RETURN WITH ZERO GROSS WAGES PLEASE CHECK HERE.**

