

INSTRUCTIONS FOR COMPLETING THE SUPPLEMENTAL ALASKA QUARTERLY FORM

The Supplemental Alaska Quarterly Form is used to supplement or add additional employees to a previously filed Alaska Quarterly Contribution Report. It is not for adjusting wages of employees who have already been reported. Use the *Correction of Wage Item* form for amendments.

- **Liable employer** – provide the liable employer's name, address, and phone number.
 - **Reporting agency** – provide the Reporting Agency's name, address, and phone number.
 - **Power of attorney with ES Tax** – a POA must be on file with the Department to allow the Reporting Agency authorization to supplement the employer's quarterly report.
1. **Total reportable wages** – Enter the total amount of reportable wages paid to employees listed on this form during the quarter. This amount should be the same as the amount entered in Item 11 - Total Reportable Wages - All Pages.
 2. **Taxable wages** – Total of quarterly wages under the annual wage base for each employee.
 3. **Total contributions due** – Multiply item 2 by the employer's assigned rate for the year.
 4. **Amount remitted** – Enter the amount of the payment attached to this report.
 5. **Employee's Social Security Number** – Enter the employee's Social Security Number.
 6. **Employee's name** – Enter the employee's last name, first name, and middle initial
 7. **Reportable wages paid this quarter** – Wages are defined by Alaska Statute as "all remuneration for service." There are exceptions to the definition of wages and these should not be reported which can be found in the Employment Security Handbook on our website.
 8. **Full occupational title or code** – Enter the complete occupational title or six-digit code for the position held by each employee.
 9. **Geographic code** – Enter the two digit geographic code of the last location where the employee worked. See back page of Supplemental Report for geographic codes.
 10. **Total number of pages** – Enter the total number of pages you are returning with this report.
 11. **Total reportable wages all pages** – Enter the total wages for all pages. This should be the same total amount as in item 1.