

UNEMPLOYMENT INSURANCE QUARTERLY-REPORT ADJUSTMENT

INSTRUCTIONS ON REVERSE

Employer Account Number										Batch/Page	
Owner, Partners, or Corporate Name											
1. Correct total number of workers as of the 12 th of each month.											
1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
			Revised Report			Prior Report			Difference		
Qtr./Yr.	2. Total Wages										
	3. Excess Wages										
Rate	4. Chargeable Wages										
	5. Premiums Due										
Credit Rate	6. Interest										
	7. Premium Credit*										
	8. Total Due										
Qtr./Yr.	2. Total Wages										
	3. Excess Wages										
Rate	4. Chargeable Wages										
	5. Premiums Due										
Credit Rate	6. Interest										
	7. Premium Credit*										
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Qtr./Yr. Rate	2. Total Wages										
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Qtr./Yr. Rate	2. Total Wages										
	3. Excess Wages										
Rate	4. Chargeable Wages										
	5. Premiums Due										
Credit Rate	6. Interest										
	7. Premium Credit*										
	8. Total Due										

9. <input type="checkbox"/> Form UETR-1a (enclosed) <input type="checkbox"/> Form UETR-6a (enclosed) <input type="checkbox"/> No wage report needed	11. Total Paid
10. Reason for Adjustment	12. Signature
	13. Date

* Item 7—**Premium Credit** applies only to eligible employers for calendar years 2001 and 2002.
UITR-3 (R 11/2009)

INSTRUCTIONS FOR THE UNEMPLOYMENT INSURANCE QUARTERLY-REPORT ADJUSTMENT

1. **Number of Workers**—Complete this item if the number of workers reported on the original Form UTR-1, Unemployment Insurance Quarterly Report, was incorrect. Enter the correct total number of workers for each month.
2. **Total Wages**—Enter the total gross wages paid or payable, including wages that were earned or accrued but not yet paid.

NOTE: Form UTR-6a, Multiple Quarter Adjustment of Worker’s Wages, must be completed and attached to show any quarterly wage adjustments.

3. **Excess Wages**—Enter wages paid during the quarter in excess of the \$10,000 chargeable wages for the calendar year.
4. **Chargeable Wages**—This is the first \$10,000 gross wages paid to a worker during a calendar year.

EXAMPLE OF COMPUTING CHARGEABLE WAGES

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Gross Wages	\$3,600	\$3,600	\$3,600	\$3,600
Excess of \$10,000	-0-	-0-	\$ 800	\$3,600
Chargeable Wages	\$3,600	\$3,600	\$2,800	-0-

5. **Premiums Due**—Calculate this amount by multiplying the employer’s rate times the chargeable wages. Example: $.027 \times \$1,000 = \27.00 .
6. **Interest Due**—Enter the amount of interest due. Interest is charged at a rate of 1.5% (.015) per month or any portion of a month for premiums paid after the due date.
7. **Premium Credit**—Enter the amount of premium credit. The premium credit applies to calendar years 2001 and 2002. Employers that are eligible for this premium credit received notice of their eligibility with Form UTR-1, Unemployment Insurance Quarterly Report.
8. **Total Due**—The sum of lines 5 and 6.
9. **Check the appropriate box** as described below:
 - Form UTR-1a (enclosed)—Check this box if you are reporting wages using a single quarter form.
 - Form UTR-6a (enclosed)—Check this box if you are correcting wages previously reported or if wages were incorrectly reported under the wrong unemployment insurance account number and must be transferred to another account.
 - No Wage Report Needed—Check this box if completing this form does not affect worker wages previously reported.

10. **Reason for Adjustment**—List the reasons the original report is being changed.

If you have any questions, please call Unemployment Insurance Employer Services at 303-318-9100 (Denver-metro area) or 1-800-480-8299 (outside the Denver-metro area).