

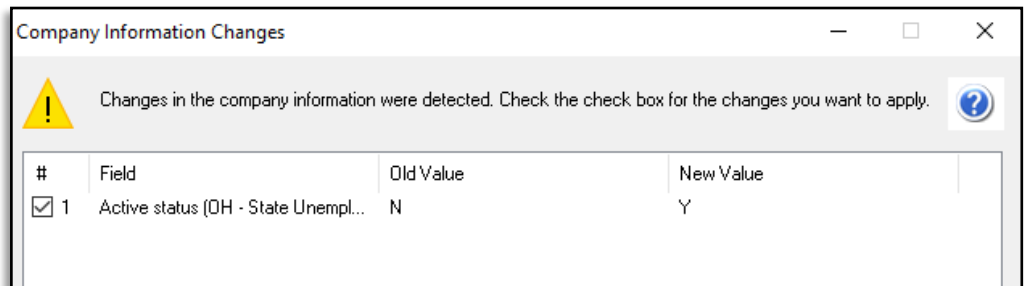
Form 941 SUTA Error in v26.24.1 (State Unemployment Tax)

Some states have changed their SUTA requirements, which may affect the creation of the Form 941, even if your church is exempt from SUTA. Aatrix, our third-party tax form provider, may prompt you to fill in your church's SUTA number when creating the Form 941 for the 2nd Quarter. If SUTA applies to your church, please fill in your number. (6/25)

If your church is exempt from SUTA, please follow the instructions below.

After choosing Form 2025 941 for the 2nd Quarter, you may see the *Company Information Changes* pop-up box.

Click OK.



Company Information Changes

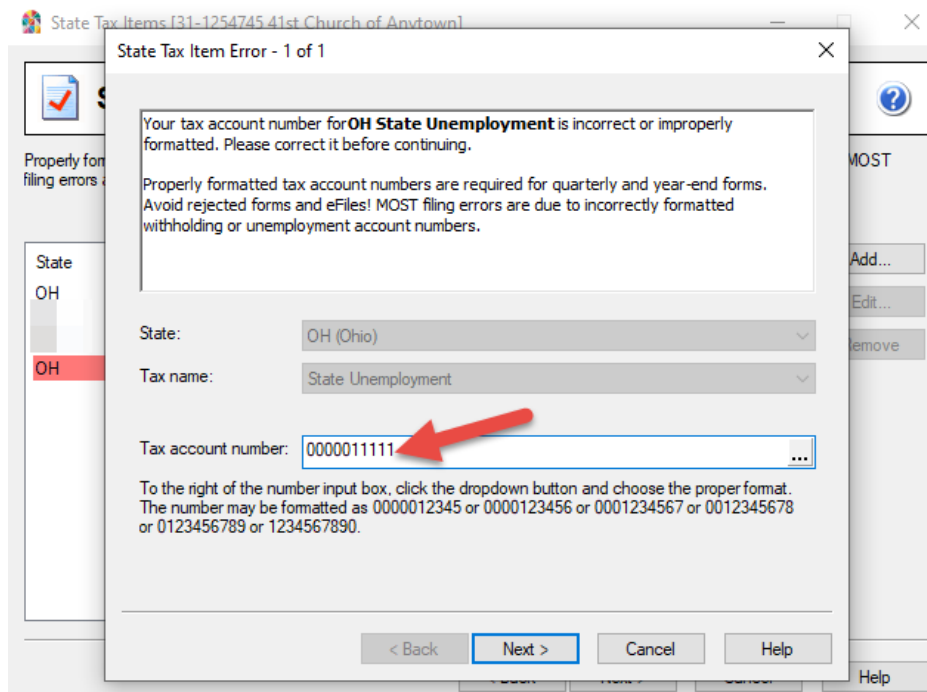
Changes in the company information were detected. Check the check box for the changes you want to apply.

#	Field	Old Value	New Value
<input checked="" type="checkbox"/> 1	Active status (OH - State Unempl...	N	Y

Even if your church is exempt from SUTA, the *State Tax Item Error* screen may appear. You cannot continue creating the Form 941 if the State Unemployment Tax Account Number is not filled in.

NOTE: the example shows Ohio. Please fill in question marks at the *Tax account number* with ones.

By filling in the ones, you will be able to advance the screen and complete the Form 941. Filling in the SUTA number, has no affect on the Form 941.



State Tax Item Error - 1 of 1

Your tax account number for **OH State Unemployment** is incorrect or improperly formatted. Please correct it before continuing.

Properly formatted tax account numbers are required for quarterly and year-end forms. Avoid rejected forms and eFiles! MOST filing errors are due to incorrectly formatted withholding or unemployment account numbers.

State: OH (Ohio)

Tax name: State Unemployment

Tax account number: 0000011111

To the right of the number input box, click the dropdown button and choose the proper format. The number may be formatted as 0000012345 or 0000123456 or 0001234567 or 0012345678 or 0123456789 or 1234567890.

< Back Next > Cancel Help

We apologize for the inconvenience. This Error should be rectified in a future release.

Also, if you are running the Form 941 and get Error Running Aatrix Tax reports (Target Site: WriteA_CSISRecordforUnemployment), please call 800-533-5227 or email support@churchwindows.com.