

INSTRUCTIONS FOR FORM C-147

This additional report form can be used when an employer has more employees than the original Quarterly Wage & Contribution Report (Form C-101) form can accommodate.

Who Must File

Every employer who is subject to the Vermont Unemployment Compensation Law (21 VSA). Inquiries on these instructions can be made by calling 802-828-4344.

Due Dates

The completed report forms should be returned with the Quarterly Wage & Contribution Report and must be returned or postmarked on or before the due date shown on the face of the Quarterly Wage & Contribution Report. Complete each page by entering the Employer Account Number, the Quarter Ending Date, the Employer Name and the following information for each employee:

- ITEM 1** Enter employee's Social Security Number.
- ITEM 2** Enter the employee's last name, full first name, and middle initial.
- ITEM 3** Enter the total **gross wages paid to** the employee during the quarter.
- ITEM 4** Enter **H** for an **Hourly** worker or **S** for a **Salaried** worker. If S, skip to Item 6.
- ITEM 5** Enter hourly rate of pay. If worker receives multiple rates, enter the predominant rate.
(For example, a worker works 15 hours at \$7.00 per hour and 25 hours at \$8.00; enter \$8.00.)
- ITEM 6** Enter **F** for **Female** or **M** for **Male**
- ITEM 7** Enter page number and total gross wages paid to all employees for the quarter for each page. Total of ALL pages should agree with the amount on ITEM 10 on the Employer's Quarterly Wage & Contribution Report.