



STATE OF MAINE
BUREAU OF TAXATION — INCOME TAX SECTION
STATE OFFICE BUILDING
AUGUSTA, MAINE 04330-0124
PHONE (207) 289-3695



EMPLOYERS RETURN OF MAINE INCOME TAX WITHHELD

Federal Identification Number: _____

Period Covered: _____

Due on or Before: _____

- | | | |
|--|-------|-------|
| 1. Current Maine Income Tax withheld | _____ | _____ |
| 2. Adjustment | _____ | _____ |
| Adjustment Period: _____ | | |
| 3. Net Maine Income Tax withheld | _____ | _____ |
| 4. Credit (enclose credit notice) | _____ | _____ |
| 5. Amount due with this Return | _____ | _____ |

OFFICE USE ONLY: NM CA MO CK

MAKE CHECK PAYABLE TO TREASURER OF STATE

If this is your final return, check here and enclose completed Cancellation/Change Form.

Date _____

Signature _____

Title _____

FORM 941-ME
Rev 1-83

INSTRUCTIONS FOR FORM 941-ME

1. Return coupons in this book (FORM 941-ME) are preprinted with a withholding period and due date. Please use the return coupon which corresponds to the period for which you are filing.
2. If the payment of wages to employees is temporarily interrupted, the employer must continue to file returns for each filing period showing no tax due.
3. When a business is discontinued or the payment of wages permanently ceases, please check the box on the FORM 941-ME indicating "final return", and enclose completed Cancellation/Change Form from this book to explain.
4. If you have a change in your Federal Identification Number, name, address and/or phone number, enclose a completed Cancellation/Change Form from this book. We will correct our records and you will be provided a new coupon book as soon as practicable.
5. FORM 941-ME - Enter on line 1 the amount of Maine Income Tax withheld during the period covered. Enter on line 2 any adjustment needed. Add or subtract underpayments and overpayments from previous periods. Identify the period to which the adjustment applies.
6. **Interest and penalties will be charged on withheld tax not remitted by the due date.**