



Department Use Only (MM/DD/YY)

Department Use Only (MM/DD/YY) boxes

Amended Return checkbox

Address Change - In the event your mailing address or primary business location changed, please complete the Registration or Exemption Change Request (Form 126) and submit it with your return.

Filing Frequency

Missouri Tax I.D. Number

Federal Employer I.D. Number

Reporting Period (MM/YY)

Business Name

Address

City State

ZIP

Final Return section: If this is your final return, enter the close date below and check the reason for closing your account. Includes Date Closed (MM/DD/YY) and checkboxes for Out Of Business, Sold Business, and Filed under Professional Employer Organization (PEO).

Table with 7 rows of tax items and amounts. 1. Withholding this period, 2. Compensation deduction, 3. Existing credit(s) or overpayment(s), 4. Balance due, 5. Additions to tax, 6. Interest, 7. Total amount due (U. S. Funds only) or overpaid.

Department Use Only

Signature section: Under penalties of perjury, I declare that the above information and any attached supplement is true, complete, and correct. Includes fields for Signature, Printed Name, Title, and Date Signed (MM/DD/YY).

Visit our website at mytax.mo.gov/rptp/portal/home/fileandpaybusinesstaxesonline to e-file this return.

E-filing provides a fast and secure way for you to transmit your return and any applicable payment to the Department of Revenue. All transactions provide a confirmation number which you can keep for your records to verify that your filing has been received. E-filing also eliminates the need to physically mail your return and payment.

See page 2 for instructions on completing Form MO-941.

Mail to: Taxation Division, P.O. Box 999, Jefferson City, MO 65105-0999

E-mail: withholding@dor.mo.gov Visit dor.mo.gov/taxation/business/tax-types/withholding/ for additional information.

Phone: (573) 751-7200 Fax: (573) 522-6816



Ever served on active duty in the United States Armed Forces? If yes, visit dor.mo.gov/military/ to see the services and benefits we offer to all eligible military individuals. A list of all state agency resources and benefits can be found at veteranbenefits.mo.gov/state-benefits/.



Amended Return Box should be selected if you have previously filed a return and need to increase or decrease tax liability.

Note: A separate MO-941 must be filed for each tax period in which tax liability needs to be adjusted.

If the increased return and payment are being submitted after the period(s) due date, penalties and interest will apply to the additional amount of tax liability reported. Visit dor.mo.gov/taxation/business/tax-types/withholding/ to view the due dates in the Employer's Withholding Tax Guide.

To show a decrease in liability: attach proper documentation for verification of changes made. Provide a copy of the W-2C if the error was caught after the original W-2 was submitted. Provide a copy of the payroll ledger if the error was caught before a W-2 was issued. To correct withholding on a 1099-R submit a copy of the original 1099-R, and a copy of the corrected 1099-R to show the change in tax due.

Note: If documentation is not provided for an amended return, no changes will be made.

Note: if an overpayment has been authorized, the overpayment is subject to be used as an offset toward any debt. To receive a refund of the overpayment attach the Employer's Refund Request ([Form 4854](#)). If no form is attached, overpayment(s) generated will remain as credit(s) on the account. For additional information and to locate the refund request form visit the Online Credit Inquiry System at dor.mo.gov/taxation/business/credit-inquiry/.

Address Change Check Box — This box should be selected if you need to update or correct the address of your business. Please complete the Registration or Exemption Change Request ([Form 126](#)) and submit it with your return.

Filing Frequency — This is the frequency in which you are required to file your returns.

Missouri Tax I.D. Number — An eight digit number issued by the Missouri Department of Revenue to identify your business. If you have not registered for an identification number you can do so by visiting dor.mo.gov/register-business/ or by completing the Missouri Tax Registration Application ([Form 2643](#)). If you have misplaced this identification number and are an authorized person for the account, you may call (573) 751-5860 to obtain the number issued to you.

Federal Employer I.D. Number — This is a nine digit identification number issued by the Internal Revenue Service to identify your business.

Reporting Period — This is the tax period you are required to file based on your filing frequency. For due dates you may access Form 2414W at dor.mo.gov/forms/.

Business Name, Address, City, State, and ZIP — Enter the name, address, city, state and ZIP code of your business.

Line 1

Withholding This Period — Enter the total amount of state withholding tax withheld for the reporting period. If there was no withholding during the reporting period enter zero.

Line 2

Compensation Deduction — Enter the amount retained for timely payment(s). For a breakdown of compensation deduction, see the Employer's Withholding Tax Guide ([Form 4282](#)) at dor.mo.gov/taxation/business/tax-types/withholding/.

Line 3

Existing Credits or Overpayments — If your withholding account has an existing credit, enter the amount to apply towards the report period. To determine the amount of credit on an account view the Online Credit Inquiry System at dor.mo.gov/taxation/business/credit-inquiry/.

Line 4

Balance Due — Subtract Line 2 and Line 3, if applicable, from Line 1. Enter the difference on Line 4.

Line 5

Additions to Tax - Enter the total amount of additions on Line 5.

- A. For failure to pay withholding tax by the due date – subtract Line 3, if applicable, from Line 1 and multiply the result by 5%; or
- B. For failure to file your return by the due date – subtract Line 3, if applicable, from Line 1 and multiply the result by 5% for each month late, not to exceed 25%.

Line 6

Interest — Enter on Line 6. Divide the annual interest rate by 365 (366 for leap years) to obtain the daily interest rate. Then subtract Line 3 from Line 1 and multiply the result by the daily interest rate for each day late.

* The annual interest rate is subject to change each year.

Access the annual interest rate at dor.mo.gov/taxation/statutory-interest-rates.html.

Line 7

Total Amount Due or Overpaid — Add Lines 4, 5 and 6. An overpayment should reflect a negative figure.

