

INSTRUCTIONS FOR COMPLETING FORM AR3PAR

THIS FORM IS YOUR ANNUAL RECONCILIATION OF MONTHLY WITHHOLDING OF TAX FROM PENSIONS AND ANNUITIES. PLEASE READ THE FOLLOWING INSTRUCTIONS AND COMPLETE THE FORM ON THE REVERSE SIDE.

- (A) An Annual Reconciliation form must be completed and returned to our office by February 28 of the year immediately following the tax year you are filing.
- (B) For each month listed, fill in the actual amount of Arkansas Tax withheld in Column A and the net amount of withholding tax actually paid in Column B. The net amount paid is the total amount paid minus refunds you may have received for certain periods.
- (C) Total the amounts in Column A for the whole year and write the total in the appropriated box. This amount should equal the total amount of Arkansas Tax withheld on the 1099R's.
- (D) List total amount of wages paid and the total number of employees in the appropriate boxes.
- (E) If the total amount of tax paid in Column B is greater than the total amount withheld in Column A, you will receive a refund. List this amount in the Refund box. If the total amount withheld in Column A is greater than the total amount paid in Column B, then you owe an additional amount of tax. List this amount in the Tax Due box and attach a check for that amount.
- (F) **DATE CLOSED:** Enter the date the business closed or stopped withholding Arkansas Taxes. This will close your withholding account with the State of Arkansas until you re-register your business for withholding purposes.
- (G) **REASON CLOSED:** Enter the number of the appropriate reason.
 - 1. Business discontinued
 - 2. Business transferred to successor
 - 3. Change in organization
 - 4. Discharged all employees but continuing business
 - 5. Other