Account Number

# First Quarter Employer's Return of Louisiana Withholding Tax Form L-1

Mail your Return and Payment to: Louisiana Department of Revenue P.O. Box 61030 New Orleans, LA 70161-1030 We encourage you to file and pay electronically at www.revenue.louisiana.gov

Tax Year **2013** 

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	Due Date		
03/31/2013	04/30/2013		

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Legal Name		
Trade Name		
Address		
City	State	ZIP

### What is a L-1?

Form L-1 is the Employer's Quarterly Return of Louisiana Withholding Tax. Every employer who withholds or who is required to withhold Louisiana income tax from wages of employees must file a quarterly L-1 return. Any employer who fails to withhold and pay amounts required to be withheld is personally liable for such amounts.

Each return covers one quarterly taxable period and must be filed by the filing deadline. A quarterly return must be filed even if no taxes are withheld during the quarter or if wages paid to employees were not sufficient to require withholding.

## When and how should I remit tax withheld from my employees?

Payments must be made according to your mandated payment frequency. Payments for the last period of the quarter must be submitted with the L-1 return. All other payments must be submitted with an L-1V payment voucher.

## When is the L-1 Return due?

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Quarterly and Monthly payers should submit Form L-1 with payment on the last day of following month after the close of calendar quarter. The due dates are as follows:

1st Quarter.	April 30 <sup>th</sup>	2 <sup>nd</sup> Quarter	 July 31 <sup>s</sup>
3 <sup>rd</sup> Quarter	October 31st	4 <sup>th</sup> Quarter	 January 31, 2014

If the due date falls on a weekend or holiday, the return is due the next business day and becomes delinguent on the following day.

How	do	l pre	pare	Form	L-1?
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To ensure accurate processing, please print your figures as shown.

1 2 3 4 5 6 7 8 9 00

**Lines 1-3** Print the amount of Louisiana income tax withheld or required to be withheld from the wages of your employees for the appropriate month.

**Line 4** Add Lines 1, 2 and 3. This is the total amount of taxes withheld for the guarter.

**Line 5** Calculate the total amount of withholding taxes that was remitted to the department during the quarter.

Lines 6 and 7 Self-explanatory

### How do I amend an L-1?

Form L-1 is used to reconcile the payments made within this quarter to the actual amount of taxes withheld. Adjustments for prior quarters cannot be made in the current quarter. It will be necessary to file amended returns for all quarters in which corrections were made. When filing an amended return, you must use the correct form for the quarter being amended, report the corrected amounts, and mark the "Amended Return" box.

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PEC ODE	Do not use unless specifically instructed by LDR.	4 Total 1st Quarter Withholdings 4	00
		5 Less remittance made during quarter 5	00
Louisiana Withholding Tax January 1	00	6 If Line 4 is greater than Line 5, subtract Line 5 from Line 4. Pay this amount.	, 00
Louisiana Withholding Tax February 2	00		DO NOT SEND CASH.
Louisiana Withholding Tax March 3	00	7 If Line 4 is less than Line 5, subtract Line 4 from Line 5. This is your <b>overpayment</b> 7	,
Mark this box if this is a final return.	Enter date business sold/closed.	Amended Return	Field Flag FOR OFFICE USE ONLY
Date (mm/dd/yyyy)	Signature	Title	Telephone
	Under the penalties of perjury, I declare that I have exar correct, and complete. Make payment to: Louisiana Depart		2001