Client Training HQ

Understanding Quarterly Contribution Reports (QCRs)

This document is intended to help provide an understanding of what exactly a Quarterly Contribution Report (QCR) is and outline what is listed on this report.

What is a Quarterly Contribution Report (QCR)?

QCRs are the reports that you, the employer, send to the state agencies each quarter to report quarterly unemployment gross payroll, taxable payroll and taxes paid based on the tax rate assigned. These reports are due to the state agencies on April 30th, July 31st, October 31st, and January 31st. Here at Equifax®, we use that information to verify that the state used the correct figures when calculating your tax rate. This information can also be used for a variety of additional services, such as rate forecasting, joint account analyses, impact studies, and Tax Annual Reports. While we can estimate some of these figures, having the actual figures from the reports assures us that the services we provide are as accurate as possible. Without these pieces of information, the position of the accounts could be negatively impacted and the accuracy of services provided could be jeopardized.

How can you obtain your Quarterly Contribution Report (QCR)?

Some states still mail hard copy blank QCRs, but many states have discontinued this mailing. The majority of state agencies are requiring that QCRs be electronically filed online; therefore eliminating the need for the blank copy. You can access your QCR data filing and history by accessing your online account with each state.

How can you send your Quarterly Contribution Report (QCR) to Equifax?

It is very important that you send your QCR information over to your Tax Consultant as soon as possible so that the information can be reviewed for accuracy. There is a review of the tax rates assigned and the calculation of contributions by each state for accuracy. You can do so by completing an Excel Spreadsheet and submitting that to your Tax Consultant or by uploading your QCR inside of TaxManager.

Explanation of QCR Spreadsheet Columns

Column	Name	Explanation	Type
A	FEIN	Federal Identification Number	Mandatory
B	Payroll Service ID	Populate every row with EXL	Mandatory
C	Client Identifier	Your four digit internal client in-house number. If you do not know your in-house number, please contact your Tax Consultant or Account Manager for assistance.	Mandatory

Column	Name	Explanation	Type
D	*Filler*	*Can leave blank*	**-**
E	Tax Year	Enter the year this return should be applied to	Mandatory
F	Tax Quarter	Enter the Quarter this return should be applied to	Mandatory
G	Gross Wages	Gross unemployment wages reported for this account to the state	Mandatory
H	Excess Wages	Excess unemployment wages reported for this account to the state	Mandatory
I	Taxable Wages	Taxable unemployment wages reported for this account to the state	Mandatory
J	Tax Rate	Unemployment Tax Rate	Mandatory
K	Surcharge Rate	Additional Rate(s) for other taxes	Optional
L	*Filler*	*Can leave blank*	**-**
M	Contributions	Taxable wages multiplied by Tax Rate	Mandatory
N	*Filler*	*Can leave blank*	**-**
O	Amount Paid	Total amount paid to state for this account +/- credits/debits, additional taxes	Optional
P	State	Alpa Postal abbreviations for state	Mandatory
Q	State ID/Account Number	State Account Number assigned by state for unemployment purposes	Mandatory
R	Number of Employees, First Month	Number of employees for first month of quarter	Optional
S	Number of Employees, Second Month	Number of employees for second month of quarter	Optional
T	Number of Employees, Third Month	Number of employees for third month of quarter	Optional
U	Credit Taken/Debit Paid	Additional amount paid or credit deducted from amount due	Optional
V	Date Filed	Date this report was filed with the state agency	Optional
W	Company Name	Company name associated with this FEIN/Account number	Optional

More Training Available!

Check out additional training resources available on our site, Connections.

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.