



## **Wage Report Adjustment Instructions**

**Use this Wage Adjustment Report to adjust individual employee wages.**

- Item 1** Enter the Calendar Year for which the adjustments will be applied.
- Item 2** If not already preprinted, enter your 14-digit SUITES Account number, your 10-digit Wisconsin Unemployment Insurance Account number, your name and address.
- Item 3** Enter the Employee's Social Security Number.
- Item 4** Enter the Employee's Last Name.
- Item 5** Enter the Employee's First Name.
- Item 6** Enter the total wages previously reported, during this quarter, paid to the employee.
- Item 7** Enter the correct total wages, during this quarter, paid to the employee.
- Item 8** Signature, date, title and telephone number of preparer.

**Return To:** Unemployment Insurance  
PO Box 7945  
Madison WI 53707

**Return By Fax:** (608) 266-8089

**Changes to wage detail may also require corrections to your Quarterly UI Contribution Report. Make all changes to your Contribution Report on a Contribution Adjustment Report, [Form UCT-7842-E](#).**