### Instructions for Employer's Quarterly Report for Out-of-State Taxable Wages

This form is used by employers to report employees who first received out-of-state taxable wages who worked and received wages from the same employer in Florida during the reporting quarter. **This form must be submitted with the completed first page (containing items 1-9) of your Employer's Quarterly Report (RT-6).**

**Line 10** – Enter each employee’s social security number (NINE digits – Do not suppress the leading zeros). Every employee, regardless of age, is required to have a social security number (SSN). If the employee’s SSN is not included, no credit will be given for previously reported taxable wages, and the first (up to) $7,000 of wages on this quarterly report will be taxed at your reemployment tax rate.

**Line 11** – Enter each employee’s last name, first name, and middle initial.

**Line 12a** – Enter each employee’s Florida gross wages paid for the quarter as defined in Line 2 of the RT-6 Instructions (RT-6N). Gross wages should not include wage items specifically exempt per section (s.) 443.1217(2)(b)-(g), Florida Statutes (F.S.). (If no Florida gross wages were paid, but out-of-state wages were, DO NOT include the employee.)

**Line 12b** – Enter each employee’s Florida taxable wages paid for the quarter.

**Line 12c** – Enter each employee’s out-of-state taxable wages paid year-to-date including current reporting quarter, if applicable. Line 12c must include 100% of out-of-state taxable wages, including this quarter, paid for the calendar year.

**Line 13a** – Total Gross Wages (add Lines 12a only). Total this page only. Include this and totals from additional pages in Line 2 on page 1 of the RT-6.

**Line 13b** – Total Taxable Wages (add Lines 12b only). Total this page only. Include this and totals from additional pages in Line 4 on page 1 of the RT-6.

**Line 13c** – Total Out-of-State Taxable Wages paid year-to-date (add Lines 12c only). Total this page only.

Social security numbers are used by the Florida Department of Revenue as unique identifiers for the administration of Florida’s taxes. SSNs obtained for tax administration purposes are confidential under sections 213.053 and 119.071, Florida Statutes, and not subject to disclosure as public records. Collection of your SSN is authorized under state and federal law. Visit our website at floridarevenue.com/privacy for more information regarding the state and federal law governing the collection, use, or release of SSNs, including authorized exceptions.

**Internet Address:** floridarevenue.com  
**Call 850-488-6800 for assistance.**