Tax Assistance Program FAQ

Program Overview

The Tax Assistance Program is offered as a convenience to help contractors set aside funds throughout the quarter for estimated tax payments. By participating, you can elect either a percentage of your pay or a fixed dollar amount be retained pursuant to your election and returned to you quarterly to assist with IRS and state tax payments.

Participation in the Tax Assistance Program is entirely voluntary. The program is offered solely as an administrative convenience to participating independent contractors and does not create an employment relationship or alter the contractor's status as an independent contractor.

Please Note: Quarterly fund returns do not align with standard calendar quarters. Funds are distributed on a schedule that allows participants time to submit payments before IRS and state estimated tax deadlines.

Important: We do not provide tax advice. For questions regarding your individual tax situation, estimated payments, or tax liability, please consult a qualified tax professional or use another resource of your choice. No interest or earnings accrue on amounts retained through the program. GHHC reserves the right to modify, suspend, or discontinue the Tax Assistance Program at any time upon notice to participants.

IRS Estimated Tax Payment Due Dates

- **Quarter 1:** April 15
- **Quarter 2:** June 15
- **Quarter 3:** September 15
- **Quarter 4:** January 15 of the following year

Frequently Asked Questions

1. Can I change my tax retainage percentage?

Yes. Log in to your UKG profile and submit a new Tax Retainage Form with your updated election.

2. How do I opt out of the Tax Assistance Program?

Log in to your UKG profile and submit a new Tax Retainage Form, selecting the option to decline participation.

3. Do I need to include my spouse on the voucher?

If you file a joint tax return, you may include your spouse on the voucher. However, this field is optional.

4. Does the retainage refund amount reflect the taxes I owe?

The amount returned through the program is based on your retainage election and is intended to help you prepare for estimated tax payments. However, it may not match your actual tax liability. If you'd like help determining whether you're setting aside the right amount, consider consulting a tax professional or reviewing the IRS website (Forms and associated taxes for independent contractors | Internal Revenue Service).

5. My tax preparer recommended a change. What should I do?

Follow the guidance provided by your tax preparer. Any adjustments to your retainage election can be made by submitting a new Tax Retainage Form through UKG.

6. Did you receive my payment?

We do not receive or process tax payments. Payments are submitted directly to the IRS and/or the applicable state tax agency.

7. How can I confirm that the IRS received my payment and amounts paid to IRS during the year?

You can create an online account at **IRS.gov** to review your payment history and tax records.

8. Can I make my payment online instead?

Yes. Payments can be submitted directly through **IRS.gov** and, where applicable, via your state's tax agency website.

9. Will I still owe additional taxes?

Whether you owe additional taxes or receive a refund depends on your individual tax situation. If you believe you are withholding too much or too little, you may update your retainage election at any time by submitting a new Tax Retainage Form.

10. Why is this quarter's return amount different from the previous quarter?

The amount returned each quarter may vary. IRS estimated tax due dates are not evenly spaced throughout the year, so some reporting periods include more paychecks than others. As a result, one quarter's return amount may be higher or lower than the previous quarter.

11. I missed the IRS or state payment deadline. Can I still make my payment?

Yes. You can still submit your payment after the deadline. We recommend doing so as soon as possible. If you have questions about penalties, interest, or filing requirements, please contact the IRS, your state tax agency, or a qualified tax professional, as these requirements vary by individual circumstances. We are unable to determine or advise whether penalties or interest may apply.

12. I did not receive IRS or state voucher; how do I get them?

You can access the voucher(s) needed at the websites listed below:

AGENCY	LINK
Federal/IRS	www.irs.gov/pub/irs-pdf/f1040es.pdf
State	**Link**
ARIZONA	www.azdor.gov/forms/individual/individual-estimated-tax-payment-form
COLORADO	WWW.tax.colorado.gov/sites/tax/files/documents/DR_0104EP_2026.pdf
GEORGIA	WWW.gtc.dor.ga.gov/
ILLINOIS	WWW.tax.illinois.gov/content/dam/soi/en/web/tax/forms/incometax/documents/currentyear/individual/il-1040-es.pdf
KENTUCKY	WWW.revenue.ky.gov/Forms/740es%202026.pdf
MISSOURI	WWW.dor.mo.gov/forms/MO-1040ES_2026.pdf
NEW MEXICO	WWW.realfile.tax.newmexico.gov/FYI-320.pdf
NEVADA	No State Tax -Please see Federal/IRS link in first row
SOUTH CAROLINA	WWW.dor.sc.gov
OHIO	WWW.tax.ohio.gov/individual
TENNESSEE	No State Tax -Please see Federal/IRS link in first row
TEXAS	No State Tax -Please see Federal/IRS link in first row
UTAH	WWW.files.tax.utah.gov/tax/forms/current/tc-546.pdf