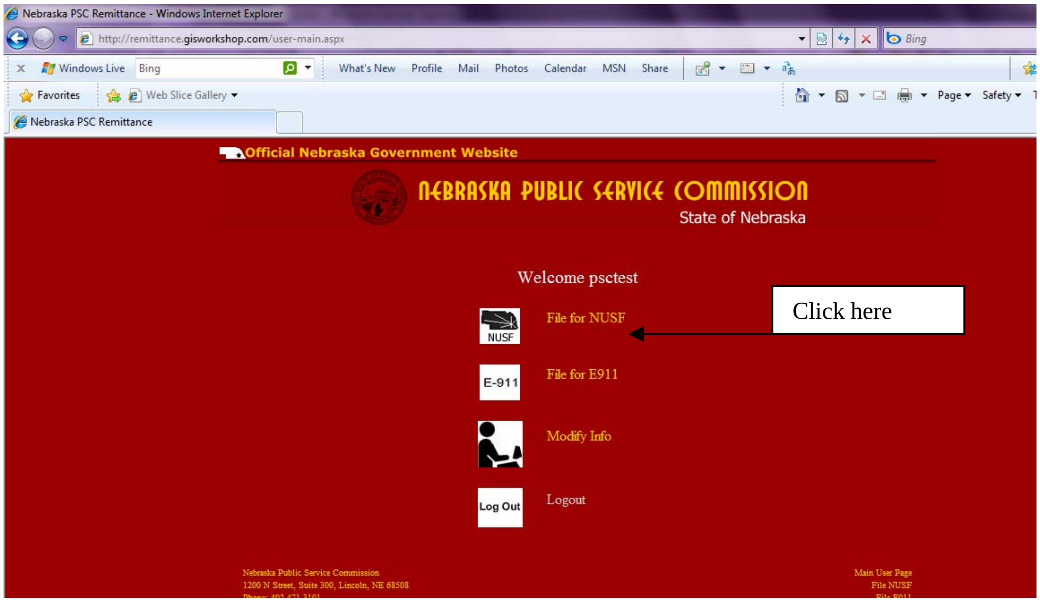
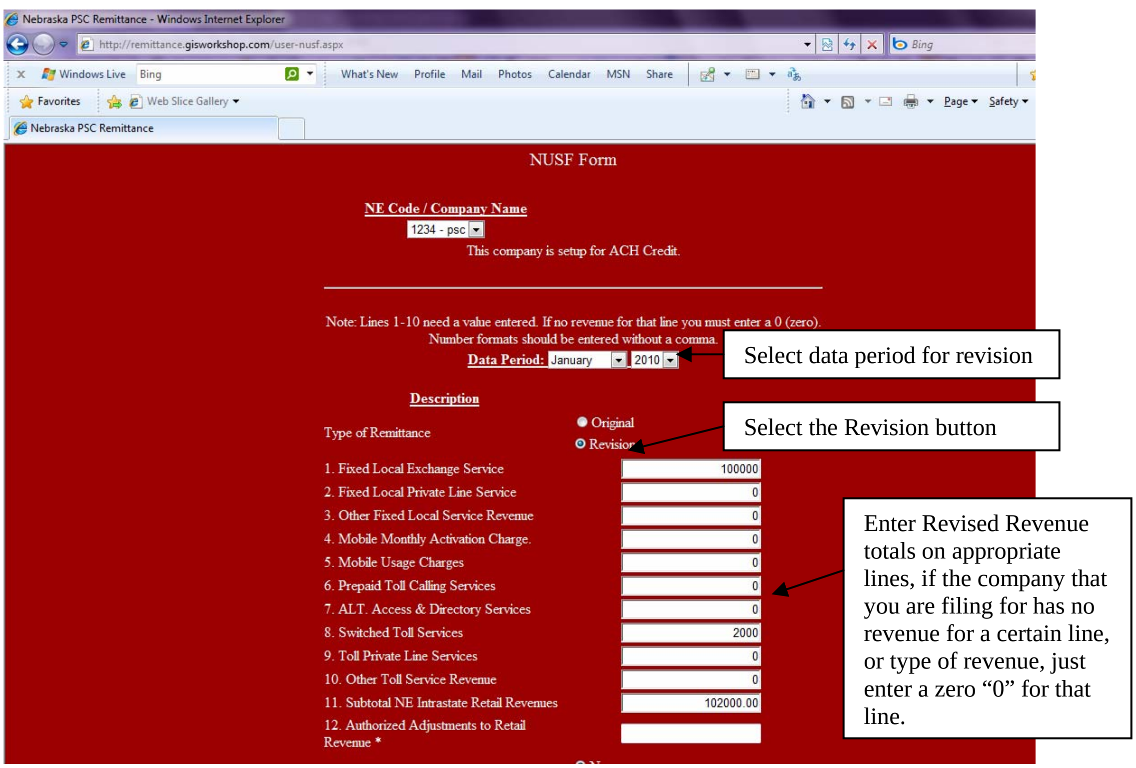
Instructions for Filing a Revised NUSF Remittance Worksheet Online

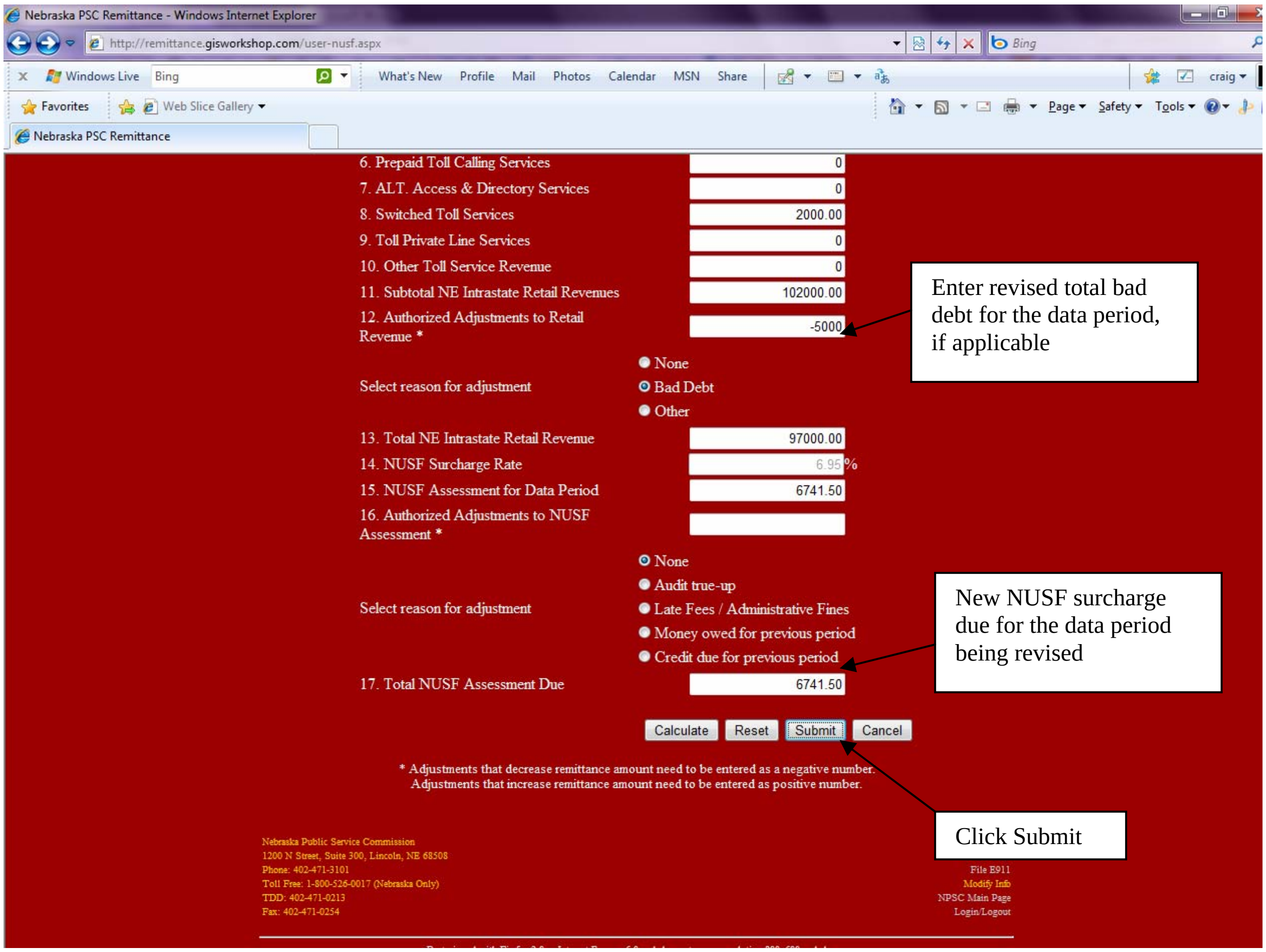
1. Sign onto the Online Remittance site by inputting your user name and password.
2. Click on File for NUSF



3. Select the data period that you are filing a revision for
4. Select the "Revision" button
5. Enter the revised revenue totals for the data period (***not*** just the change from original)



6. Enter revised total bad debt (if applicable). If you reported bad debt on the original and there is no change to the data period for bad debt figures then enter the amount of bad debt the same as the original worksheet filed.
7. Click the Submit button once all information has been entered.



8. Check over the summary of information entered to ensure accuracy. If all information is entered correctly, complete the Filer's information section and click submit to finalize your submission. If you need to go to the previous page to change any information click the back button on your web browser.

9. Using the original surcharge due (Line 17 of original worksheet) and the revised surcharge due (Line 17 of revised worksheet) you must now figure if the company you are filing for owes additional surcharge to the NUSF or is due a credit from the NUSF.

- In the above example the revised total surcharge due is $6,741.50. If the original total surcharge due was $6,500.00 then the company would owe an additional $241.50 for the data period in which revisions were filed.

- In the above example the revised total surcharge due is $6,741.50. If the original total surcharge due was $7,000.00 then the company would be due a credit of $258.50 for the data period in which revisions were filed.

10. Any additional money due to the NUSF or credit due from NUSF as a result of filing revised worksheets must be placed on line 16 of a current filed worksheet. For example: In March 2010 you file a revised worksheet for the January 2010 data period and you owe an additional $241.50. You would include the $241.50 on line 16 of the February 2010 data period, due March 15, 2010 and would select "Money owed for previous period" as the reason for adjustment. Alternatively, if you were due a credit of $248.50 then you would include a negative $258.50 on line 16 and would select "Credit due for previous period" as the reason for adjustment.

Refer to the <u>"Instructions for Taking a Credit on NUSF Worksheets"</u> for further instruction on this process. Contact the NTIPS department for any additional assistance at 402-471-3101.