

# 2020 Wages Paid & Tax Payment Record

We recommend return of this information by January 18, 2021 to allow time to prepare your W2s by the due date.

List all Wages Paid to Employees during 2020. If Employee is your child, please list age of child.

**Use the back to detail out payments to employees under the Families First Coronavirus Response Act for any Emergency Sick Leave or Emergency Family Leave, Employee Retention Payments, or any Social Security Tax Deferrals on Employee Wages.**

Due to a National Disaster being declared on March 13, 2020, payments made to employees impacted by COVID-19 may fall under the Qualified Disaster Relief Program. Please call our office to discuss further.

If you made bonus payments to your employees, please be sure to include these payments in your payroll records. **Small gifts**, like turkeys, wine, or flowers are generally considered nontaxable *de minimus* fringe benefits (with low value, given infrequently). **Gift certificates (even small amounts)** are considered like cash and are taxable wages. So the gift of a turkey is not taxable, but a gift certificate for a turkey is taxable. If you have questions, please give us a call.

**Legal Business Name:** \_\_\_\_\_ **FEIN:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Alternate Phone #:** \_\_\_\_\_

Employee Name: Address: SS #:	Gross Wages	FICA (SS) Withheld	Medicare Withheld	Federal Withheld	State Withheld	Net Pay

**Number of Workers Employed during March:** \_\_\_\_\_

**List Dates and Amounts of Total Employment Taxes deposited (paid) for 2020 with federal tax deposit confirmation.**

Date	Amount Pd	Date	Amount Pd	Date	Amount Paid	Date	Amount Paid
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

The following information is needed for your Form 943 if your total tax liability is over \$2,500:

	Gross Wages per Month	Federal Tax withheld for Month (don't include FICA)		Gross Wages per Month	Federal Tax withheld for Month (don't include FICA)
Jan			Jul		
Feb			Aug		
Mar			Sept		
Apr			Oct		
May			Nov		
Jun			Dec		

Details on Payments to Employees under the Families First Coronavirus Response Act for any Emergency Sick Leave or Emergency Family Leave:

Date	Name	Gross	FICA (SS) Withheld	Medicare Withheld	Federal Withholding	State Withholding	Net Pay

Details on Employee Retention Payments:

Date	Name	Gross	FICA (SS) Withheld	Medicare Withheld	Federal Withholding	State Withholding	Net Pay

Details on Social Security Tax Deferral on Employee Wages:

Date	Name	Gross	Medicare Withheld	Federal Withholding	State Withholding	Net Pay

\*\*Please note, if you have social security tax deferrals; per IRS notice 2020-65 as soon as possible after the employer has finished withholding the deferred amounts (January – April 2021) the employer should complete Form W2-C and W3-C to correct the originally filed forms for 2020. If you have this deferral, you will need to let us know when you have collected the deferred amounts.

Signed \_\_\_\_\_ Date \_\_\_\_\_

This information is complete and accurate, to the best of my knowledge, for preparation of my 2020 Form W2(s) and W3.

**NOTE: 1099/1099-NEC forms also have a February 1 due date. Please use our 2020 Form 1099/1099-NEC Worksheet to summarize this information.** \*We process First in, First out method. Please sign this form & bring or mail your information to us ASAP so we can process your forms timely! Thank you.