

2021 Wages Paid & Tax Payment Record

We recommend return of this information by January 17, 2022 to allow time to prepare your W2s by the due date of January 31, 2022.

List all Wages Paid to Employees during 2021. If Employee is your child, please list age of child.

Use the back to detail out payments to employees under the American Rescue Plan Act of 2021 for Emergency Sick Leave or Emergency Family Leave through 9/30/2021 or credits taken for the Employee Retention.

Due to the 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 2021 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)
Jan		
Feb		
Mar		
Apr		
May		
Jun		

	Gross Wages per Month	Federal Tax withheld for Month (don't include FICA)
Jul		
Aug		
Sept		
Oct		
Nov		
Dec		

Details on Payments to Employees under the American Rescue Plan Act of 2021 for Emergency Sick Leave or Emergency Family Leave through 9/30/2021:

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

Details on Employee Retention Wages & Credits Taken:

Date	Name	Gross	Credit Taken	Quarter Taken

Details on Social Security Tax Deferral Payments: Please note, if you have social security tax deferrals from 2020 wages, they are due by 1/3/2022 and as soon as possible after the employer has finished withholding the deferred amounts 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 2021 Form W2(s) and W3.

NOTE: 1099/1099-NEC forms also have a January 31 due date. Please use our 2021 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.