

2025 Wages Paid & Tax Payment Record

We recommend return of this information by January 16, 2026 to allow time to prepare your W2s by the due date of February 2, 2026.

List all Wages Paid to Employees during 2025. If Employee is your child, please list age of child.

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 |
|-------------------------------------|-------------|--------------------|-------------------|------------------|----------------|---------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

****PLEASE NOTE: IF YOU PAID OVERTIME OR TIPS WE WILL NEED DETAILS ON THESE PAYMENTS – BY EMPLOYEE. Please call or email us for more information.**

Number of Workers Employed during March: _____

List Dates and Amounts of Total Employment Taxes deposited (paid) for 2025 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 | | |

Signed _____ Date _____

This information is complete and accurate, to the best of my knowledge, for preparation of my 2025 Form W2(s) and W3.

NOTE: 1099/1099-NEC forms also have a February 2 due date. Please use our 2025 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.