

W-2 REPORTING INFORMATION

YOUR NAME _____
YOUR ADDRESS _____
YOUR EIN OR SSN _____



W-2 Reporting Instructions

Please use this form to report any employee information necessary for us to prepare your 2023 W-2 forms as well as applicable Forms 941, 941N, 943s, etc. We cannot complete the W-2 forms without all information below, as well as details about any payroll deposits made during the year. If you are required to file quarterly reports, including the 941, 941N, state unemployment, or federal unemployment, we request copies of these forms filed for 2023 before starting W-2 preparation. We will use these reports to ensure correct matching between the quarterly reports and the annual forms, and/or 4th quarter reports. **You must complete these forms by Jan. 31, 2024.** Please also complete the section on payroll deposit to ensure accurate completion of quarterly forms.

Federal Payroll Deposits

Date Paid	Amount	Tax Period
Example: 02/15/23	350	January, 2023
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Quarterly State Payroll Deposits (paid w/ 941N)

Date Paid	Amount	Period
_____	_____	1st Qtr
_____	_____	2nd Qtr
_____	_____	3rd Qtr
_____	_____	4th Qtr

Do You Provide employees with a meals and housing allowance?
Yes No

EMPLOYEE	FED GROSS	SS GROSS	SS/MED WH	FED WH	ST WH	NET PAY
Name _____ EIN/SSN _____ Address _____ City, ST, ZIP _____	_____	_____	_____	_____	_____	_____
Name _____ EIN/SSN _____ Address _____ City, ST, ZIP _____	_____	_____	_____	_____	_____	_____
Name _____ EIN/SSN _____ Address _____ City, ST, ZIP _____	_____	_____	_____	_____	_____	_____
Name _____ EIN/SSN _____ Address _____ City, ST, ZIP _____	_____	_____	_____	_____	_____	_____

Note: In the "NET PAY" column, please report the total amount actually paid to your employee. (The total of checks written to the employee during the year.)

1099 REPORTING INFORMATION

YOUR NAME _____
 YOUR ADDRESS _____

 YOUR EIN OR SSN _____



1099 Reporting Instructions

*Please use this form to report any contract labor, rents, veterinary services, attorney fees, interest, or dividend payments that you paid to any unincorporated entity in 2023, including LLCs. Any payments made to banks, governmental entities and corporations are excluded from this reporting requirement. The 1099 form must be mailed to recipients before **Jan. 31, 2024**, and non-filing of the required reports results in a \$100 penalty per form not issued. Please see notes below for additional information.*

1099 Reporting	Detail	Type(Please Circle)	Amount
Name _____		Contract Labor	
EIN/SSN _____		Rents	_____
Address _____		Interest	
City, ST, ZIP _____		Dividend	
		Veterinary	
		Attorney	
Name _____		Contract Labor	
EIN/SSN _____		Rents	_____
Address _____		Interest	
City, ST, ZIP _____		Dividend	
		Veterinary	
		Attorney	
Name _____		Contract Labor	
EIN/SSN _____		Rents	_____
Address _____		Interest	
City, ST, ZIP _____		Dividend	
		Veterinary	
		Attorney	
Name _____		Contract Labor	
EIN/SSN _____		Rents	_____
Address _____		Interest	
City, ST, ZIP _____		Dividend	
		Veterinary	
		Attorney	
Name _____		Contract Labor	
EIN/SSN _____		Rents	_____
Address _____		Interest	
City, ST, ZIP _____		Dividend	
		Veterinary	
		Attorney	

NOTE: 1-Payments made to truckers for freight are excluded from the 1099 reporting requirements.

2-Any contract labor (including parts or materials), attorney fees (including pmts to corporations), or rent payments equal to or in excess of \$600 must be issued a 1099.

3-Any interest or dividends paid to individuals or LLCs in excess of \$10 must be reported on a 1099.