2024 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 Casey Peterson, LTD. to prepare your 2024 W-2 forms as well as applicable Forms 941, 941N, 943s, etc. We cannot complete the W-2 forms without all of information below, as well as information regarding 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 2024 before we start 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. The deadline for the completion of these forms is January 31, 2025. Please also complete the section on payroll deposit to ensure accurate completion of quartery forms.

Federal Payroll Deposits

Date Paid	Amount	Tax Period
Example: 02/15/24	350	January, 2024

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	FICA GROSS	FED WH	MED 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 you actually paid your employee. (The total of checks written to the employee during the year.)*