

**W-2 Worksheet**

*Forms due to employees by  
 January 31st.  
 Return as soon as possible  
 to ensure enough time to  
 prepare complete and  
 accurate returns.*

Business or  
 Your Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 EIN / SSN \_\_\_\_\_

**Employee List**

Name and Address	SSN	Gross Wages	Federal Withheld	Soc. Sec. Withheld	Medicare Withheld	State Withheld	Amount of Check (or Net Pay)	PIK Wages	COVID Wages
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**Payroll Tax Deposits Paid**

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

Did you receive the ERC (Employee Retention Credit) during 2021?  Yes  No

Include any other deduction items you may have on a separate page.