

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	_____	_____	_____	_____	_____	_____	_____	_____

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