

PAYROLL & WITHHOLDING VOUCHER

Contractor Backup Tax Withholding Record

Voucher No.	
Date	
Payment Period	

Payer (Company) Information

Company Name

Employer ID (EIN)

Address

City, ST, ZIP

Contractor Information

Contractor Name

Tax ID (TIN/SSN)

Address

City, ST, ZIP

PAYMENT & BACKUP TAX WITHHOLDING CALCULATION

Description	Rate / %	Amount (\$)
Gross Contractor Earnings (Form 1099-NEC / 1099-MISC Reportable)		
Other Fees / Reimbursable Expenses (Non-Withholding Reportable)		
Total Gross Payment Base		
Federal Backup Tax Withholding (IRC Section 3406)		
State Backup Withholding (If applicable)		
Total Backup Tax Withholding Deductions		
Net Pay to Contractor (Disbursement Amount)		

Prepared By (Authorized Representative)

Title: _____ Date: _____

Approved By (Payroll/Finance Dept Officer)

Title: _____ Date: _____

Notice regarding Backup Withholding: In accordance with Internal Revenue Code Section 3406, payors must generally withhold at the current statutory backup withholding rate (e.g., 24%) from reportable payments if the payee fails to provide a correct taxpayer identification number (TIN), or if the IRS notifies the payor that the payee is subject to backup withholding. Amounts withheld under these regulations must be deposited with the IRS using Form 945.