

ANNUAL EMPLOYER PAYROLL TAX RETURN

Annual Reporting Template for Businesses

TAX YEAR

EMPLOYER IDENTIFICATION NUMBER (EIN)

STATE TAX ID NUMBER

EMPLOYER INFORMATION

LEGAL BUSINESS NAME

TRADE NAME (DBA)

PHYSICAL BUSINESS ADDRESS (STREET, ROUTE, OR P.O. BOX)

CITY / TOWN

STATE

ZIP CODE

TAXABLE WAGE SUMMARY

Report all compensation paid to employees during the calendar year.

TAX CALCULATION STEPS	AMOUNT
1. Total gross wages, tips, and other compensation paid	
2. Wages exempt from employer payroll tax	
3. Total taxable wages (Line 1 minus Line 2)	
4. Employer payroll tax rate (%)	
5. Gross tax liability (Multiply Line 3 by Line 4)	
6. Total deposits made for the tax year	
7. Balance due (Line 5 minus Line 6. If greater than zero)	
8. Overpayment (Line 6 minus Line 5. If greater than zero)	

EMPLOYEE WAGE DETAIL RECORD

List individual employee allocations for the reporting year. Attach additional pages if required.

SOCIAL SECURITY NUMBER (SSN)	EMPLOYEE FULL NAME	ANNUAL GROSS WAGES	ANNUAL TAXABLE WAGES

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

AUTHORIZED SIGNATURE

TITLE

DATE

CONTACT NAME (PRINT)

PHONE NUMBER

EMAIL ADDRESS