

FORM YEAR 20	ANNUAL SUMMARY OF WAGES AND TAX RETURN Transmittal of Wage and Tax Statements	DOCUMENT REF NO.
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1. EMPLOYER IDENTIFICATION NUMBER (EIN)	2. SOCIAL SECURITY NUMBER (IF INDIVIDUAL)
3. EMPLOYER'S NAME, ADDRESS, AND ZIP CODE	
4. CONTACT PERSON	5. EMAIL ADDRESS / TELEPHONE NUMBER

BOX	TAX/WAGES DESCRIPTION	AMOUNT SUMMARY (TOTAL FOR PERIOD)
1	Wages, tips, other compensation	
2	Federal income tax withheld	
3	Social security wages	
4	Social security tax withheld	
5	Medicare wages and tips	
6	Medicare tax withheld	
7	Social security tips	
8	Allocated tips	
9	State wages, tips, etc.	
10	State income tax withheld	
11	Local wages, tips, etc.	
12	Local income tax withheld	
13	Total Number of Associated W-2 Forms Submitted	

DECLARATION Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.		
SIGNATURE OF AUTHORIZED OFFICIAL	TITLE	DATE
_____	_____	_____

Instructions: Complete this form to summarize and transmit annual employee wages, tips, and tax withholdings. Ensure all amounts correspond with the individual statements of wages paid during the tax year. Do not send cash or payment with this return form unless specifically required by your local tax authority.