PAYROLL & PAYMENT RECORD

Backup Tax Withholding Compliance

PAYER INFORMATION

Payer Name:

Payer EIN:

Address:

Phone:

PAYEE INFORMATION

Payee Name:

TIN / SSN:

Address:

Payee Type:

WITHHOLDING STATUS & NOTICE DETAILS

Reason for Backup Withholding:

IRS Notice Date (B/C Notice):

Withholding Rate Applied (%):

Notice Reference/No:

PAYMENT & TAX WITHHOLDING CALCULATION

PAYMENT DATE	REF / CHECK NUMBER	GROSS PAYMENT AMOUNT ($)	BACKUP TAX WITHHELD ($)	NET AMOUNT PAID ($)
Totals:				

Compliance Requirement Note: Backup withholding taxes must be deposited in accordance with IRS guidelines (typically using the Electronic Federal Tax Payment System - EFTPS) and reported on Form 945 (Annual Return of Withheld Federal Income Tax) and the corresponding Form 1099.

Prepared By (Name & Title)

Authorized Signature & Date