

FEDERAL TAX WITHHOLDING SHEET

Employee Payroll Record

1. GENERAL INFORMATION

Employer Name		Employer EIN	
Employee Name		SSN	
Address			

2. FEDERAL W-4 INFORMATION

Filing Status	<input type="checkbox"/> Single or Married Filing Separately <input type="checkbox"/> Married Filing Jointly <input type="checkbox"/> Head of Household		
Multiple Jobs (Step 2)	<input type="checkbox"/> Yes, Multiple Jobs Sheet / Two Husbands/Wives Work		
Claim Dependents (Step 3)	\$	Other Income (Step 4a)	\$
Deductions (Step 4b)	\$	Extra Withholding (Step 4c)	\$

3. PAY PERIOD & EARNINGS

Pay Date		Pay Period Start/End	
Pay Frequency	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Monthly		
Gross Wages This Period	\$	Year-to-Date (YTD) Gross	\$

4. FEDERAL INCOME TAX (FIT) CALCULATION

Description	Additions / Gross	Deductions / Pre-Tax	Taxable / Net
Gross Earnings	\$		
Pre-Tax Deductions (401k, Health, etc.)		\$	
Federal Taxable Wages			\$
Federal Income Tax (FIT) Withheld		\$	
Social Security Tax Withheld (6.2%)		\$	
Medicare Tax Withheld (1.45%)		\$	
Net Pay			\$

Prepared By (Payroll Specialist Signature)

Authorized Signature / Date