W-2 REPORTING INFORMATION

YOUR NAME _____

YOUR ADDRESS _____

_____

YOUR EIN OR SSN _____

Preferred Delivery Method of Client Copies

- ☐ Email
- ☐ Mail
- ☐ Pickup in _____ Office

W-2 Reporting Instructions (See reverse side for 1099 reporting)

This form is to be used to report any employee information necessary for CP to prepare your 2025 W-2 forms as well as applicable Forms 941, 941N, 943's etc. The W-2 forms cannot be completed without all information present on the below detail, as well as information regarding any payroll deposits made during the year.

*If you are required to file quarterly reports including the 941, 941N, state unemployment or federal unemployment, we request copies of these forms filed for 2025 prior to our commencing with the W-2 preparation. We will use these reports to ensure correct matching between the quarterly reports and the annual forms and/or 4th quarter reports. The deadline for the completion of these forms is **January 31, 2026**. Please also complete the section on payroll deposit to ensure accurate completion of quartery forms.*

Federal Payroll Deposits

Date Paid	Amount	Tax Period
Example: 02/15/25	350	January, 2025

Quarterly State Payroll Deposits (paid w/ 941N)

Date Paid	Amount	Period
		1st Qtr
		2nd Qtr
		3rd Qtr
		4th Qtr

Do You Provide employees with a meals and housing allowance?

Yes ☐ No ☐

	EMPLOYEE	FED GROSS	SS GROSS	SS/MED WH	FED WH	ST WH	NET PAY
Name							
EIN/SSN							
Address							
City, ST, Zip							
Name							
EIN/SSN							
Address							
City, ST, Zip							
Name							
EIN/SSN							
Address							
City, ST, Zip							
Name							
EIN/SSN							
Address							
City, ST, Zip							

NOTE> In the "NET PAY" column, please report the total amount that was actually paid to your employee. (The total of checks written to the employee during the year.)