

FORM W-2 WAGE AND TAX STATEMENT — TAX YEAR 2025

Preparation Worksheet and Compliance Record

Prepared on by [PREPARER NAME], Payroll Administrator.

This worksheet documents the entries prepared for the Internal Revenue Service Form W-2 (or Form W-2c, as applicable) for the 2025 tax year, pursuant to 26 U.S.C. §6051 and the IRS Instructions for Forms W-2 and W-3. It is not itself Copy A; official Copy A must be filed with the Social Security Administration on red-ink scannable forms (for mail filers) or electronically through SSA Business Services Online (BSO) at <https://www.ssa.gov/bso/>.

W-2 vs. W-3. Form W-2 reports wages and taxes for a single employee. Form W-3 (Transmittal of Wage and Tax Statements) is a consolidated summary of all W-2s an employer files for the tax year. Paper filers must submit a Form W-3 with Copy A; electronic filers via SSA BSO automatically generate the W-3 equivalent.

1. Employer Information (Boxes B, C, D)

- **Box B — Employer Identification Number (EIN):** [BOX B EMPLOYER IDENTIFICATION NUMBER EIN]
- **Box C — Employer Name and Address:** [BOX C EMPLOYER LEGAL NAME], [BOX C EMPLOYER ADDRESS CITY STATE]
- **Box D — Control Number:** (not used)

The Employer represents that the EIN above matches the EIN used for all 2025 federal payroll tax deposits via EFTPS and for all Form 941 quarterly returns filed during the year. The EIN in Box B must not be a Social Security number; new employers without an assigned EIN must enter "Applied For" in Box B and file Form SS-4 before the W-2 deadline.

2. Employee Information (Boxes A, E, F)

- **Box A — Social Security Number:** [BOX A EMPLOYEE SOCIAL SECURITY NUMBER]
- **Box E — Employee Name:** [BOX E EMPLOYEE FULL LEGAL NAME]
- **Box F — Employee Address:** [BOX F EMPLOYEE ADDRESS CITY STATE]

The Employer represents that the SSN above was verified, to the extent possible, through the IRS TIN Matching Program or SSA Social Security Number Verification Service (SSNVS) prior to filing, consistent with 26 U.S.C. §6721 due-diligence standards.

"Applied For" SSN handling. If the employee applied for but did not receive an SSN before the W-2 filing deadline, the Employer must enter "Applied For" in Box A and file a Form W-2c once the SSN is issued. Box 4 and Box 6 taxes must still be withheld and remitted on schedule.

SSN truncation. On employee copies B, C, and 2, the SSN may be truncated to the last four digits (XXX-XX-1234) per 26 C.F.R. §301.6109-4 to mitigate identity-theft risk. On Copy A filed with SSA and on Copy D retained by the Employer, the full SSN must appear. Box B EIN may not be truncated on any copy.

The Employee's name in Box E must match exactly the name printed on the Social Security card; mismatches generate SSA "no-match" letters and can invalidate earnings credit.

3. Federal Wages and Taxes (Boxes 1–8)

Box	Description	Amount
1	Wages, tips, other compensation	\$0.00
2	Federal income tax withheld	\$0.00
3	Social Security wages	\$0.00
4	Social Security tax withheld	\$0.00
5	Medicare wages and tips	\$0.00
6	Medicare tax withheld	\$0.00
7	Social Security tips	\$0.00
8	Allocated tips	\$0.00

Box 9 is intentionally left blank; the IRS reserved Box 9 and its former Advance EIC use was eliminated after tax year 2010.

Box 1 vs. Box 5 reconciliation. Box 5 (Medicare wages) generally equals Box 1 *plus* pre-tax elective deferrals that are exempt from federal income tax but subject to FICA (401(k), 403(b), 457(b), SIMPLE). Section 125 cafeteria-plan premiums and HSA contributions via §125 reduce BOTH Box 1 and Box 5. Roth 401(k) contributions reduce NEITHER. The preparer has verified the Box 1 / Box 5 delta against the general ledger.

Social Security wage base notice. For tax year 2025, the Social Security (OASDI) wage base is **\$176,100.00**, and the maximum employee Social Security tax is **\$10,918.20** (6.2% × \$176,100). Box 3 is capped at the wage base; Medicare (Box 5) has no wage cap.

Box 3 + Box 7 wage-base validation. The sum of Box 3 (Social Security wages) and Box 7 (Social Security tips) must not exceed the Social Security wage base of \$176,100 for tax year 2025. The preparer has verified that the entries above comply.

4. Other Federal Items (Boxes 10–14)

- **Box 10 — Dependent care benefits:** \$0.00 (excludable up to \$5,000 under IRC §129; \$2,500 for married filing separately). Amounts above the cap must be added back to Box 1.
- **Box 11 — Nonqualified deferred compensation distributions:** \$0.00 (distributions from §457 or non-§457 NQDC plans; used by SSA to determine whether deferrals were properly excluded from

prior-year Social Security wages).

Box 12 — Coded Benefits

The IRS defines single- or double-letter codes for Box 12. Only codes with nonzero amounts are entered.

| Common codes | Meaning | |---|---| | A | Uncollected Social Security or RRTA tax on tips | | B | Uncollected Medicare tax on tips | | C | Taxable cost of group-term life insurance over \$50,000 (included in Boxes 1, 3, 5) | | D | 401(k) elective deferrals (reduces Box 1; NOT Box 5) | | E | 403(b) elective deferrals | | F | 408(k)(6) SEP elective deferrals | | G | 457(b) elective deferrals | | H | 501(c)(18)(D) contributions | | J | Nontaxable sick pay | | K | 20% excise tax on golden parachute payments | | L | Substantiated employee business expense reimbursements | | M / N | Uncollected Social Security / Medicare tax on GTL over \$50,000 (former employees) | | P | Excludable moving expense reimbursements (active-duty military only post-TCJA) | | Q | Nontaxable combat pay | | R | Employer Archer MSA contributions | | S | SIMPLE plan employee contributions | | T | Adoption benefits (see Form 8839) | | V | Income from exercise of nonstatutory stock options | | W | Employer + employee HSA contributions through §125 | | Y | Deferrals under §409A NQDC plan | | Z | Income under §409A NQDC plan failing §409A (20% penalty applies) | | AA | Roth 401(k) contributions (post-tax; no Box 1 reduction) | | BB | Roth 403(b) contributions | | DD | Employer-sponsored health coverage cost (informational only; NOT taxable) | | EE | Roth 457(b) contributions (governmental plans) | | FF | Permitted benefits under a QSEHRA | | GG | Income from qualified equity grants under §83(i) | | HH | Aggregate deferrals under §83(i) elections | | II | Medicaid waiver payments excluded from gross income (new, 2024+) |

No Box 12 codes.

Box 13 — Checkboxes

- Statutory employee
- Retirement plan
- Third-party sick pay

Box 14 — Other

5. State and Local Tax (Boxes 15–20)

State (Line 1)

- **Box 15 — State and Employer State ID:** [STATE] —
- **Box 16 — State wages, tips, etc.:** \$0.00
- **Box 17 — State income tax withheld:** \$0.00

State (Line 2) — Multi-State Employee

- **Box 15 — State and Employer State ID:** [STATE]

- **Box 16 — State wages, tips, etc.:** \$0.00
- **Box 17 — State income tax withheld:** \$0.00

6. State-Specific Compliance Notices

7. Subtype-Specific Provisions

9. Filing Obligations and Deadlines

Paper filing permitted — red-ink Copy A required. The Employer is filing fewer than 10 information returns and may file W-2s either by mail or electronically. If filing by mail, Copy A of Form W-2 must be printed on official red-ink IRS scannable forms (obtained directly from the IRS or an IRS-approved printer). Reprinting Copy A on plain white paper or using a non-scannable substitute is prohibited and will cause the filing to be rejected. Mail filings must be accompanied by a Form W-3 (Transmittal of Wage and Tax Statements) showing the aggregate totals of the W-2s submitted.

Federal deadlines for tax year 2025. Both the SSA filing of Copy A and the furnishing of Copies B, C, and 2 to the employee are due by January 31 of the year following the tax year (or the next business day if January 31 falls on a weekend). For tax year 2025, the deadline is **February 2, 2026** (January 31, 2026 falls on a Saturday).

Employee copy delivery. Copies B, C, and 2 must be mailed to the employee's last known address or delivered electronically with the employee's affirmative consent under 26 C.F.R. §31.6051-1(j). Electronic-only delivery without consent is noncompliant.

Penalty schedule under 26 U.S.C. §§6721–6722 (inflation-adjusted). Penalties apply separately for (a) failure to file correct information returns with the SSA (§6721) and (b) failure to furnish correct payee statements to the employee (§6722), and they stack. Small businesses (average annual gross receipts ≤ \$5M) receive reduced annual caps:

- Filed within 30 days of deadline: **\$60** per return.
- Filed more than 30 days late but on or before August 1: **\$130** per return.
- Filed after August 1 or not filed: **\$340** per return.
- Intentional disregard: **\$680** per return with **no annual cap**.

Record retention. Form W-2 records and this worksheet must be retained for at least four years after the due date of the tax or date the tax is paid, whichever is later, pursuant to 26 C.F.R. §31.6001-1(e)(2).

10. Certifications

The Preparer certifies that, to the best of the Preparer's knowledge and belief:

1. The amounts reported on this W-2 reconcile with the Employer's quarterly Form 941 filings, EFTPS federal tax deposits, and general ledger for tax year 2025;
2. The employee's Social Security Number and legal name in Boxes A and E were verified, to the extent reasonably possible, through the IRS TIN Matching Program or SSA SSNVS prior to filing;
3. Box 3 plus Box 7 does not exceed the Social Security wage base for tax year 2025;
4. Where Medicare wages exceed \$200,000, the Additional 0.9% Medicare Tax under IRC §3101(b)(2) has been withheld and included in Box 6;
5. The Box 1 / Box 5 relationship reflects the correct treatment of 401(k) deferrals, Roth contributions, and §125 cafeteria-plan premiums;
6. All Box 12 codes and amounts, and all Box 13 checkboxes, are complete and internally consistent with the wages and benefits paid during the year;
7. Where the Employer's state requires state-specific Box 14 labeling (CA SDI, NY PFL, MA PFML, NJ SDI/FLI, WA PFML/Cares, OR STT, CO FAML, HI SDI), the correct labels have been applied;
8. Where the Employer is required to e-file under IRS TD 9972, the filing will be transmitted electronically via SSA BSO on or before the applicable deadline;
9. This worksheet is retained in the Employer's payroll records for the period required by 26 U.S.C. §6001 and 26 C.F.R. §31.6001-1 (at least four years).

The Preparer acknowledges that the actual Form W-2 Copy A / Form W-3 jurat — signed under penalty of perjury — is executed by an officer or authorized agent of the Employer at the time of SSA transmittal, and this certification is a working-paper supplement to, not a substitute for, that jurat.

Signature

Preparer

PRINTED NAME

SIGNATURE

DATE

Employer Officer (optional countersignature)

PRINTED NAME

SIGNATURE

DATE