

## **Employee Information Sheet**

Employee Name [ ] SSN [ ]

EIN [ ] Tax Year [ ]

We based our records on the wage items that you corrected on your Form W-2c for the employee and tax year (shown above). Please review the chart and indicate whether the amounts currently on our records are correct. If the amounts on our records are:

- Correct - Please check the box at the bottom of the page.
- Incorrect- Write the correct amount in place of the amounts currently on our records as shown in the last column on the chart.

The cover letter includes the telephone and fax numbers and the address that you can contact us with the information.

	Original Wage Amounts Reported on Form W-2	“Previously Reported” Amount Shown on Form W-2C	“Correct Information” Amount on Form W-2C	Wage Amounts Currently on Our Records
Social Security Wages				
Social Security Tips				
Wages, Tips, other Compensation				
Medicare Wages & Tips				
Medicare Qualified Government Employees Wages				

The information currently on SSA records is correct. [ ]

Employer Signature \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

Date \_\_\_\_\_