



Circular E, Employer's Tax Guide

OOPS!! WE GOOFED--

<p>The label we sent you on Pub. 393, Federal Employment Tax Forms, for use on your 1993 Form W-3 is a little too wide. Before attaching the label, please do us a favor and trim the right side so the label fits the space allotted for it on Form W-3. It's okay to cut off some label information. Thanks for your help.</p>	<p>Discard a 1/2"</p>
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Employment Tax Rates and Wage Base for 1994

- Social Security Tax - 6.2% each for employers and employees
- Medicare Tax - 1.45% each for employers and employees
- Federal Unemployment (FUTA) Tax - 6.2% (employers only)
- 1994 Wage Base for Social Security Tax - \$60,600
- Effective January 1, 1994, the wage base limit for Medicare tax has been eliminated. **All** 1994 wages are subject to Medicare tax.

New Forms 945 and 945-A for 1994

All nonpayroll items have been removed from **Form 941**, Employer's Quarterly Federal Tax Return, beginning in the first quarter of 1994. The nonpayroll items include backup withholding and withholding for pensions, annuities, IRAs, and gambling winnings. These nonpayroll items will be reported on **Form 945**, Annual Return of Withheld Federal Income Tax. Form 945 is an **annual** tax return and the return for 1994 will be due January 31, 1995. Form 941 will continue to be filed quarterly. Form 945 filers who are required to deposit on a semiweekly deposit schedule will attach the new **Form 945-A**, Annual Record of Federal Tax Liability. See Chapter II, page 21, for details.

Separate Deposit Requirements for Form 945 Tax Liabilities

Separate deposits are required for nonpayroll (Form 945) income tax withholding on payments made after December 31, 1993. Be sure to mark the checkbox for Form 945 on the revised **Form 8109**, Federal Tax Deposit Coupon. **DO NOT** combine deposits for Form 941 and Form 945 tax liabilities. See Chapter II, page 21, for details.

Form 941E, Quarterly Return of Withheld Federal Income Tax and Medicare Tax, **will be eliminated**. Previous filers of Form 941E will be required to report any employment tax and withholding from wages on Form 941 beginning in the first quarter of 1994. Income tax withholding on nonpayroll items must be reported on Form 945 and deposited separately as discussed above. See Chapter II for details.

Internal Revenue Service
WADC-9999
Rancho Cordova, CA 95743-9999

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Calendar

The following is a list of important dates. Also see **Pub. 509**, Tax Calendars for 1994.

Note: For any due date, you will meet the "file" or "furnish" requirement if the form is properly addressed, mailed, and postmarked on or before the due date. If any date shown falls on a Saturday, Sunday, or legal holiday, use the next business day.

By January 31

Furnish each employee a completed **Form W-2**, Wage and Tax Statement. Furnish each recipient a completed Form 1099 (e.g., **Form 1099-R**, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc., and **Form 1099-MISC**, Miscellaneous Income). You may furnish Form W-2 or 1099 by mail as explained in the **Note** above. (See Chapter III, section 1.)

Federal Unemployment (FUTA) Tax.—File **Form 940** or **Form 940-EZ**, Employer's Annual Federal Unemployment (FUTA) Tax Return. However, if you deposited all the FUTA tax when due, you may file Form 940 or 940-EZ by February 10.

By February 15

Ask for a new **Form W-4**, Employee's Withholding Allowance Certificate, from each employee who claimed total exemption from withholding last year.

On February 16

Begin withholding for each employee who previously claimed exemption from withholding but has not given you a new Form W-4 for the current year. If the employee does not give you a new Form W-4, withhold tax as if he or she is single, with zero withholding allowances. The Form W-4 previously given you claiming exemption is now expired. (See Chapter I, section 9d.)

By February 28

File Copy A of all Forms 1099 with **Form 1096**, Annual Summary and Transmittal of U.S. Information Returns, with the Internal Revenue Service Center for your locality. (See Chapter III, section 1.)

By the Last Day of February

File Copy A of all Forms W-2 with **Form W-3**, Transmittal of Wage and Tax Statements, with the Social Security Administration (SSA). (See Chapter III, section 1.)

Allocated Tip Reporting.—File **Form 8027**, Employer's Annual Information Return of Tip Income and Allocated Tips, with the Internal Revenue Service. (See Chapter I, section 6.)

By April 30, July 31, October 31, and January 31

Deposit Federal unemployment tax due if it is more than \$100. File **Form 941**, Employer's Quarterly Federal Tax Return, and pay any undeposited income, social security, and Medicare taxes. If you deposited all taxes when due, you have 10 additional days from the due dates above to file the return.

File **Form 942**, Employer's Quarterly Tax Return for Household Employees, and pay the tax due. (See Chapter I, section 13.)

Before December 1

Income Tax Withholding.—Ask for a new Form W-4 from each employee whose withholding allowances will change for the next year.

On December 31

Form W-5, Earned Income Credit Advance Payment Certificate, expires. Eligible employees who want to receive advance payments of the earned income credit next year must give you a new Form W-5.

Reminders

Tax Law Changes for 1994

The Revenue Reconciliation Act of 1993 resulted in the following changes affecting 1994 employment taxes.

● **Medicare Wage Base Limit Eliminated.**—Effective January 1, 1994, the wage base limit for Medicare tax has been eliminated. All 1994 taxable wages are subject to Medicare tax.

● **Supplemental Wage Withholding Rate.**—The withholding rate for supplemental wages has been increased to 28% for payments made after December 31, 1993.

● **Moving Expense Reimbursement.**—Effective for expenses incurred after 1993, reimbursed and employer-paid moving expenses that are otherwise deductible by the employee are not included in employee income. Reimbursed and employer-paid moving expenses that are not deductible by the employee are included in income and subject to employment taxes and income tax withholding. Deductions for certain moving expenses have been eliminated. See page 4 for details.

● **Educational Assistance.**—The exclusion of employer-provided educational assistance programs from employee income has been extended retroactively to amounts paid from June 30, 1992, through December 31, 1994. See **Pub. 508**, Educational Expenses, for details. If you have been including qualified educational assistance in employee wages after June 30, 1992, follow the existing rules for correcting prior employment tax returns. (See Chapter I, section 12, for details.)

● **Interest on Tax Refunds.**—Effective January 1, 1994, no interest shall be allowed on refunds of employment tax if refunded within 45 days of the date the tax return was filed. Similarly, if a refund on a claim is paid within 45 days of the date the claim is filed, no interest will be paid for the period after the claim was filed.

When Hiring New Employees

Eligibility for Employment.—You must verify that each new employee is legally eligible to work in the United States. This will include completing the Immigration and Naturalization Service (INS) **Form I-9**, Employment Eligibility Verification Form. The form can be obtained from INS offices. Contact the INS for further information concerning your responsibilities.

Income Tax Withholding.—Ask each new employee to complete the 1994 Form W-4.

Name and Social Security Number.—

Record each new employee's name and number from his or her social security card. Any employee without a social security card should apply for one. (See Chapter I, section 4.)

When Paying Wages or Annuities

Income Tax Withholding.—Withhold tax from each wage payment or supplemental unemployment compensation plan benefit payment according to the employee's Form W-4 and the correct withholding rate. (Employers who have nonresident alien employees, see Chapter I, section 9.) Withhold from periodic pension and annuity payments as if the recipient is married claiming three withholding allowances, unless he or she has filed Form W-4P either electing no withholding or giving a different number of allowances, marital status, or additional amount to be withheld. Do not withhold on direct rollovers from qualified plans. (See Chapter I, sections 5, 9, 10, and Chapter II, section 2.)

Social Security and Medicare Taxes.—

Withhold 6.2% from each wage payment in 1994 for social security. Stop when you reach \$60,600 in taxable wages. Withhold 1.45% from each wage payment in 1994 for Medicare. (If the employee reported tips, see Chapter I, section 6.)

Recordkeeping

Keep all records of employment taxes for at least 4 years. These should be available for IRS review. Records should include:

- Your employer identification number.
- Amounts and dates of all wage, annuity, and pension payments.
- Amounts of tips reported.
- The fair market value of in-kind wages paid.
- Names, addresses, social security numbers, and occupations of employees and recipients.
- Any employee copies of Form W-2 that were returned to you as undeliverable.
- Dates of employment.
- Periods for which employees and recipients were paid while absent due to sickness or injury, and the amount and weekly rate of payments you or third-party payers made to them.
- Copies of employees' and recipients' income tax withholding allowance certificates.
- Dates and amounts of tax deposits you made.
- Copies of returns filed.
- Records of allocated tips.
- Records of fringe benefits provided, including substantiation required under Code section 274 and related regulations.

Change of Address

To notify the IRS that you changed your business mailing address or business location, send **Form 8822**, Change of Address, to the IRS.

Unresolved Problems

If you have a tax problem you have been unable to resolve with the IRS, write to your local IRS district director or call your local IRS office and ask for Problem Resolution assistance. This office will take responsibility for your problem and ensure that it receives proper attention. Although this office cannot change the tax law or technical decisions, it can frequently clear up problems that resulted from previous contacts.

Hearing-impaired taxpayers with access to TDD equipment may call 1-800-829-4059 for Problem Resolution assistance.

Additional Forms or Publications

If you need to order forms or publications, including additional copies of this booklet, you may use **Form 7018-A**, Employer's Order Blank for 1994 Forms, at the end of this booklet or you may call 1-800-TAX-FORM (1-800-829-3676).

Chapter I. Payroll Taxes

This chapter explains your tax responsibilities as an employer. It explains the requirements for withholding, depositing, reporting, and paying taxes. It explains the forms you must give your employees, those your employees must give you, and those you must send to the IRS and SSA. (Detailed filing requirements and instructions for completing the forms, including instructions for correcting previously filed forms, are contained in the instructions for each form.) This booklet also has tax tables you need to figure the taxes to withhold for each employee for 1994.

Most employers must withhold (except FUTA), deposit, report, and pay the following employment taxes—

- Income tax.
- Social security and Medicare taxes.
- Federal unemployment tax (FUTA).

There are exceptions to these requirements. See pages 15 through 20. Railroad retirement and railroad unemployment re-payment taxes are explained in the **Instructions for Form CT-1**.

See **Chapter II, Nonpayroll Income Tax Withholding**, for information on depositing and reporting Federal income tax withheld from nonpayroll items. These items include backup withholding and withholding from pensions, annuities, IRAs, and gambling winnings. Effective January 1, 1994, nonpayroll income tax withholding must be reported on the new Form 945 and has separate deposit requirements.

1. Are You an Employer?

Generally, an employer is a person or organization for whom a worker performs a service as an employee. The employer usually gives the worker the tools and place to work and has the right to fire the worker. A person or organization paying wages to a former employee after the work ends is also considered an employer.

Specific definitions of employers apply for income and FUTA tax purposes.

Income Tax Withholding.—For income tax withholding purposes, the term employer includes organizations that are exempt from income, social security, Medicare, and FUTA taxes.

FUTA Tax.—For FUTA tax purposes, an employer is:

- Any person or organization (other than an agricultural or household employer) that during this year or last year either:

1. Paid wages of \$1,500 or more in any calendar quarter, or

2. Had one or more employees at any time in each of any 20 different calendar weeks.

- Any agricultural employer who during this year or last year either:

1. Paid cash wages of \$20,000 or more to farmworkers in any calendar quarter, or

2. Employed 10 or more farmworkers during some part of a day for at least 1 day during any 20 different weeks.

- Any household employer who during this year or last year paid cash wages of \$1,000 or more during any calendar quarter for household service in a private home, local college club, or local chapter of a college fraternity or sorority.

Federal Government Employers.—If you are a Federal agency, the information in this guide applies, except deposit Federal taxes only at Federal Reserve banks or through the FedTax option of the Government On-Line Accounting Link Systems (GOALS). See the **Treasury Financial Manual (1 TFM 3-4000)** for more information.

State and Local Government Employers.—Wages of your employees are generally subject to Federal income tax withholding. In addition, wages of your employees, with certain exceptions, are subject to social security and Medicare taxes. See page 19 for more information on the exceptions.

You can get information on reporting and social security coverage from your local IRS office. If you have any questions about coverage under a section 218 (Social Security Act) agreement, contact the appropriate state official.

2. Employer Identification Number (EIN)

If you are required to report employment taxes or give tax statements to employees or annuitants, you need an EIN.

The EIN is a nine-digit number the IRS issues. The digits are arranged as follows: 00-0000000. It is used to identify the tax accounts of employers and certain others that have no employees.

If you have not asked for a number, request one on **Form SS-4**, Application for Employer Identification Number. You can get this form at IRS or SSA offices.

You should have only one number. If you have more than one and are not sure which one to use, please check with the Internal Revenue Service Center where you file your return. Give the numbers you have, the name and address to which each was assigned, and the address of your main place of business. The IRS will tell you which number to

use. **Use your EIN on all the items you send to the IRS and SSA.**

If you took over another employer's business, do not use that employer's number. If you don't have your own number by the time a return is due, write "Applied for" and the date you applied in the space shown for the number. Please see **Pub. 583**, Taxpayers Starting a Business, for more information on how to file returns, etc., if due before you have received your number.

See **Depositing Without an EIN** on page 9 if you must make a deposit and you have not received your EIN.

3. Who Are Employees?

Generally, employees can be defined either under common law or under special statutes for special purposes.

Employment Status Under Common Law.—Anyone who performs services is an employee if you, as an employer, can control what will be done and how it will be done. This is so even when you give the employee freedom of action. What matters is that you have the legal right to control the method and result of the services. Also see **Statutory Employees** on page 4.

Generally, people in business for themselves are not employees. For example, doctors, lawyers, veterinarians, construction contractors, and others in an independent trade in which they offer their services to the public are usually not employees. Also see **Statutory Nonemployees** on page 4.

If an employer-employee relationship exists, it does not matter what it is called. The employee may be called a partner, agent, or independent contractor. It also does not matter how payments are measured or paid, what they are called, or whether the employee works full or part time.

There is no employee class difference. An employee can be a superintendent, manager, or supervisor. Generally, an officer of a corporation is an employee, but a director is not. An officer who performs no services or only minor ones, and who neither receives nor is entitled to receive pay of any kind, is not considered an employee.

Whether an employer-employee relationship exists under the usual common law rules will be determined, when there is any doubt, by the facts in each case.

If you have good reason for treating a worker other than as an employee, you will not be liable for employment taxes on the payments to that worker.

To get this relief, you must file all required Federal tax returns, including information returns (Form 1099-MISC), on a basis consistent with your treatment of the worker. You (or your predecessor) must not have treated any worker holding a substantially similar position as an employee for any period after 1977. See Rev. Proc. 85-18, 1985-1 C.B. 518, for further details.

This relief is not available, however, to a business that furnishes technical service specialists (e.g., engineers, computer programmers, and systems analysts) to clients. In these cases, the employment relationship between the business and the technical ser-

vice specialist will be determined under the common law rules.

Note: *If you, as the business that furnishes technical service specialists to clients, correctly treat a technical service specialist as an independent contractor under the common law rules, you will not be liable for employment taxes on that individual. See Rev. Rul. 87-41, 1987-1 C.B. 296, for guidelines for determining the employment status of a technical service specialist.*

Statutory Employees.—If someone who works for you is not an employee under the common law rules explained above, do not withhold Federal income tax from his or her pay. Although the following persons may not be common law employees, they are considered employees for social security and Medicare purposes if tests 1 through 3 below are met. Persons in **a** and **d** are employees for FUTA tax purposes if tests 1 through 3 are met.

a. An agent (or commission) driver who delivers food or beverages (other than milk) or laundry or dry cleaning for someone else.

b. A full-time life insurance salesperson.

c. A homemaker who works by the guidelines of the person for whom the work is done, with materials furnished by and returned to that person or to someone that person designates.

d. A traveling or city salesperson (other than an agent-driver or commission-driver) who works full time (except for sideline sales activities) for one firm or person getting orders from customers. The order must be for items for resale or use as supplies in the customer's business. The customers must be retailers, wholesalers, contractors, or operators of hotels, restaurants, or other businesses dealing with food or lodging.

Tests.—

1. It is understood from a service contract that the services will be performed by the person.

2. The person does not have a substantial investment in facilities (other than transportation) used to perform the services.

3. The services involve a continuing relationship with the person for whom they are performed.

Pub. 937 gives examples of the employer-employee relationship.

If you want the IRS to determine whether a worker is an employee, file **Form SS-8**, Determination of Employee Work Status for Purposes of Federal Employment Taxes and Income Tax Withholding.

Statutory Nonemployees.—Direct sellers and qualified real estate agents are by law considered nonemployees. They are instead treated as self-employed for income tax and employment tax purposes. See Pub. 937 for details on these two groups.

Treating Employees as Nonemployees.—You will be liable for income tax and employee social security and Medicare taxes if you don't deduct and withhold these taxes because you consider an employee as a non-employee. See Internal Revenue Code section 3509 for details.

4. Employee's Social Security Number (SSN)

You must obtain each employee's name and SSN because you must enter them on Form W-2. If you do not provide the correct name and SSN, you may owe a penalty. Any employee without a social security card can get one by completing **Form SS-5**, Application for a Social Security Card. You can get this form at SSA offices or by calling 1-800-772-1213. If your employee has applied for an SSN but does not have one when you must file Form W-2, enter "Applied For" on the form. When the employee receives the SSN, file **Form W-2c**, Statement of Corrected Income and Tax Amounts, to show the employee's SSN.

Record the name and number of each employee exactly as they are shown on the employee's social security card. If the employee's name is not correct as shown on the card, including if the employee's name has changed due to marriage or divorce, the employee should request a new card from the SSA.

If your employee was given a new social security card to show his or her correct name and number after an adjustment to his or her alien residence status, correct your records and show the new information on Form W-2. If you filed Form W-2 for the same employee in prior years under the old name and SSN, file Form W-2c to correct the name and number. Advise the employee to contact the local SSA office about 6 months after the Form W-2c is filed to ensure that his or her records have been updated.

5. Taxable Wages

Wages subject to Federal employment taxes include all pay you give an employee for services performed. The pay may be in cash or in other forms. It includes salaries, vacation allowances, bonuses, commissions, and fringe benefits. It does not matter how you measure or make the payments.

See pages 15 through 20 for exceptions to wages. See section 6 for a discussion of tips. See Chapter III, section 2, for reporting other compensation not subject to withholding.

Value noncash pay (such as goods, lodging, and meals) by its fair market value. This kind of pay may be subject to tax and withholding. See pages 17 and 18.

Travel and Business Expenses.—Payments to your employee for travel and other necessary expenses of your business generally are taxable if (1) your employee is not required to or does not substantiate timely those expenses to you with receipts or other documentation, or (2) you advance an amount to your employee for business expenses and your employee is not required to or does not return timely any amount he or she does not use for business expenses. See **What To Include on the 1993 Form W-2** in Chapter III, section 2, for more information.

Partially Exempt Employment.—If an employee spends half or more of his or her time in a pay period performing services subject to employment taxes, all the employee's pay

in that pay period is taxable. If the employee spends less than half the time performing services subject to taxes, no pay in that pay period is subject to employment taxes.

Supplemental Unemployment Compensation Benefits.—Treat these benefits as wages for income tax withholding to the extent they are includible in your employee's gross income. This applies if you pay benefits to your employee because of his or her involuntary separation from the job under a plan to which you are a party. Involuntary separation includes a reduction in force or closing a plant or operation. It does not include separation because of disciplinary problems or because of age. Also see Rev. Rul. 90-72, 1990-2 C.B. 211.

Employee Stock Options.—There are two classes of stock options, statutory (covered by a specific Code provision) and nonstatutory. Generally, statutory stock options are not taxable to the employee either when the option is granted, or when it is exercised (unless the stock is disposed of in a disqualifying disposition). However, nonstatutory stock options normally are taxable to the employee as wages when the option is exercised (see Regulation section 1.83-7). These wages are subject to social security and Medicare taxes and income tax withholding.

Moving Expenses.—New moving expense rules apply to expenses incurred after 1993. Reimbursed and employer-paid qualified moving expenses (those that would otherwise be deductible by the employee) are not includible in employee's income unless the employer has knowledge that the employee deducted the expenses in a prior year. Reimbursed and employer-paid non-qualified moving expenses are includible in income and are subject to employment taxes and income tax withholding.

Under the new rules, certain moving expenses are now considered to be non-qualified expenses and are no longer deductible by the employee. These non-qualified expenses include costs related to the sale of an old residence and the purchase of a new one, expenses related to house hunting trips and living in temporary quarters near the new job. Meals are no longer deductible moving expenses. For more information on moving expenses for 1994, get **Pub. 553**, Highlights of 1993 Tax Changes. See page 22 for how to report moving expenses on Form W-2 for 1993.

Golden Parachutes.—Parachute payments (also called golden parachutes) are certain payments in the nature of compensation that corporations make to key individuals, often in excess of their usual compensation, when ownership or control of the corporation changes. Such payments may be subject to reporting and withholding requirements.

The golden parachute provision does not apply to payments made by a corporation that immediately before the change in ownership or control was (1) an S corporation or (2) a corporation that had no readily tradable securities. If (2) applies, shareholders must have consented to the payments. Excess parachute payments (defined in Code section 280G) are not deductible by the payer, and the recipient of the excess payments is subject to a 20% excise tax. If the excess

parachute payment is made to an employee, you must withhold the 20% excise tax.

If you make the payments to an employee, see Chapter III, section 2, for instructions for reporting to the employee. If you make parachute payments to a nonemployee, use Form 1099-MISC for reporting. The parachute payments provision applies to payments made under agreements entered into or renewed after June 14, 1984, in tax years ending after that date. For further information, see Internal Revenue Code sections 280G and 4999.

Payments to Nonresident Aliens.—In general, if you pay wages to nonresident aliens, you must withhold income tax (unless excepted by regulations), social security, and Medicare taxes as you would for a U.S. citizen. You must also give a Form W-2 to the nonresident alien and file it with the SSA. The wages are subject to FUTA tax as well. However, see the chart on page 15 for exceptions to these general rules.

In some cases, a Code section or a U.S. treaty provision will exempt payments to a nonresident alien from wages. These payments are not subject to regular income tax withholding. Form W-2 is not required in these cases. The payments, unless exempt from tax because of a Code or U.S. tax treaty provision, are subject to withholding at a flat 30% or lower treaty rate. You must report the payments and any withheld tax on **Form 1042-S**, Foreign Person's U.S. Source Income Subject to Withholding. Form 1042-S is sent to the IRS with **Form 1042**, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons. You may have to make deposits of the withheld income tax, using **Form 8109**, Federal Tax Deposit Coupon. See **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Corporations, for more information. For information on the requirement to file Forms 1042-S on magnetic media, see Pub. 1187.

Social Security Totalization Agreements.—The United States has entered into totalization agreements with several countries. Under the terms of these agreements, employees and employers who would otherwise have to pay social security taxes to both countries will only have to pay to one country. Thus, items shown as taxable for social security and Medicare in this booklet may be exempt if covered by a totalization agreement. Employees and employers who are exempt under an agreement are exempt from both the social security (6.2%) portion and the Medicare (1.45%) portion. At this time, we have agreements with Austria, Belgium, Canada, Finland, France, Germany, Ireland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, and the United Kingdom. For more information about social security totalization agreements, contact the Social Security Administration, Office of International Policy, P.O. Box 17741, Baltimore, MD 21235. (See Rev. Procs. 80-56, 1980-2 C.B. 851, and 84-54, 1984-2 C.B. 489, for information on how to prove the exemption.)

Employee's Portion of Taxes Paid by Employer.—If you are not a household or agricultural employer and you pay your employee's social security and Medicare taxes without deducting them from the employee's

pay, you must include the amount of the payments in the employee's wages for social security, Medicare, and FUTA taxes, and for income tax withholding. To properly calculate the wages and taxes in this situation, you must use the formula in Rev. Rul. 86-14, 1986-1 C.B. 304. Generally, in applying the formula, use the rates in effect in the year the wages are paid. See Pub. 937 for more information.

However, if you are a household employer in a private home or an agricultural employer, any employee social security and Medicare taxes you pay for an employee is additional income to the employee for income tax purposes. But it is not considered wages for social security, Medicare, and FUTA taxes.

Fringe Benefits

Unless the law says otherwise, you must include fringe benefits in an employee's gross income. The benefits are subject to income and employment taxes. Fringe benefits include cars you provide, flights on aircraft you provide, free or discounted commercial flights, vacations, discounts on property or services, memberships in country clubs or other social clubs, and tickets to entertainment or sporting events. In general, the amount you must include is the amount by which the fair market value of the benefits is more than the sum of what the employee paid for it plus any amount the law excludes. There are other special rules you and your employees may use to value certain fringe benefits. See **Pub. 535**, Business Expenses, and Regulations section 1.61-21 for more information.

Nontaxable Fringe Benefits.—Some fringe benefits are not taxable if certain conditions are met. Examples are:

- Services provided to your employees at no additional cost to you.
- Qualified employee discounts.
- Working condition fringes (including outplacement services under certain conditions).
- Minimal value fringes (including an occasional cab ride when an employee must work overtime, local transportation benefits provided because of unsafe conditions and unusual circumstances, and meals you provide at eating places you run for your employees if the meals are not furnished at below cost).
- Qualified transportation fringes subject to specified conditions and dollar limitations (including transportation in a commuter highway vehicle, any transit pass, and qualified parking).
- The use of on-premises athletic facilities.
- Reduced tuition for education.

However, services you provide at no additional cost to you, qualified employee discounts, meals at eating places you run for your employees, and reduced tuition provided to officers, owners, or highly paid employees are excluded from those individuals' income and the wage base only if the benefits are given to employees on a nondiscriminatory basis. For further information, including who is an officer, owner, or highly paid employee, see Pub. 535 and the regulations under Code section 132.

When Fringe Benefits Are Treated as Paid.—You may choose to treat certain non-cash fringe benefits as paid by the pay period, or by the quarter, or on any other basis you choose as long as you treat the benefits as paid at least as often as once a year. You do not have to make a formal choice of payment dates or notify the IRS of the dates you choose. You do not have to make this choice for all employees. You may change methods as often as you like, as long as you treat all benefits provided in a calendar year as paid by December 31 of the calendar year. (However, see **Special Accounting Rule for Fringe Benefits Provided During November and December** on page 6.) You may treat a single fringe benefit as paid on one or more dates in the same calendar year, even if the employee gets the entire benefit at one time. However, once you choose the payment dates, you must report the taxes on your return in the same tax period in which you treated them as paid. This election does not apply to a fringe benefit when real property or investment personal property is transferred.

Withholding on Fringe Benefits.—You may add the value of fringe benefits to regular wages for a payroll period and figure withholding taxes on the total, or you may withhold Federal income tax on the value of the fringe benefits at the flat 28% supplemental wage rate.

If you withhold less than the required amount of taxes from an employee in a calendar year but report the proper amount, you should ask the employee for the social security, Medicare, or railroad retirement and income taxes you paid on his or her behalf. You must recover income taxes before April 1 of the next year.

Election Not To Withhold Income Tax on Personal Use of a Highway Motor Vehicle.—You may choose not to withhold income tax on the value of an employee's personal use of a vehicle you provide. You must, however, withhold social security, Medicare, or railroad retirement taxes on the use of the vehicle. You do not have to make the choice for all employees. If you make the choice, you must do it in such a way that all affected employees will be aware of it. For example, you can include a notice with the employee's paycheck or display a notice. You may change methods at any time by notifying affected employees in a similar way. You must give notice by the later of January 31 of the year to which you want a different method to apply, or within 30 days after you first give a vehicle to the employee.

Depositing Taxes on Fringe Benefits.—Once you choose payment dates for fringe benefits, you must deposit taxes in the same deposit period you treat the fringe benefit as paid. To avoid a penalty, deposit the taxes following the general deposit rules for that deposit period. You may reasonably estimate the value of the fringe benefits provided on the date(s) you choose, for purposes of making your deposits on time.

You may claim a refund for overpayments or have them applied to your next employment tax return. If you deposit too little, you may be subject to the failure to deposit penalty. See section 11 for details.

When To Report Fringe Benefits.—In general, you must figure the value of fringe benefits no later than January 31 of the next year. If you provide a vehicle, you may either figure the actual value of the benefit for personal use for the whole calendar year or consider the employee's use of the vehicle during the year to be entirely personal and include 100% in the employee's income. See **Fringe Benefits** on page 23 for additional information on this option.

Special Accounting Rule for Fringe Benefits Provided During November and December.—You may choose to treat the value of certain noncash fringe benefits provided during November and December, or any shorter period, as paid in the next year. However, this applies only to those benefits you actually provided during November and December, not to those you merely treated as paid during those months. You may not use this rule to report moving expense reimbursement, expense allowances paid under nonaccountable plans, or taxable education reimbursements.

If you use this rule, you must notify each affected employee between the time of the employee's last paycheck of the calendar year and at or near the time you give Form W-2. If you use the special accounting rule, your employee must also use it for all purposes (e.g., for deductions related to the fringe benefit) and for the same period. You cannot use this rule for a fringe benefit when you transfer real property or investment personal property to your employee.

Employer "Line of Business" Requirement and Election.—In general, you can exclude only qualified employee discounts and services you provide to employees at no additional cost to you from the income of employees who perform substantial services in the line of business in which the benefits are offered for sale to your customers.

If you have more than one line of business, employees in your other lines of business are not entitled to nontaxable treatment of qualified employee discounts and services you provide at no additional cost to you. However, you can choose to consider all your employees to be in one line of business and to receive fringe benefits from that line of business. If you make this choice, you will be charged a 30% excise tax on the excess fringe benefits. This is the excess of the total value of these two types of fringe benefits provided during the calendar year over 1% of the total taxable compensation paid to all employees during the calendar year. You must report the tax on **Form 5330**, Return of Excise Taxes Related to Employee Benefit Plans, and it is not deductible. In general, this provision applies only to employment within the United States. For more information, see Code section 4977 and its regulations.

Note: *If you include the value of a noncash fringe benefit in an employee's gross income, you cannot deduct this amount as compensation for services. You can deduct only what it cost you to provide the benefit.*

Sick Pay

In general, sick pay is any amount you pay, under a plan you take part in, to an employee because of sickness or injury. These

amounts are sometimes paid by a third party, such as an insurance company or employees' trust. In either case, these payments are subject to social security, Medicare, or railroad retirement (RRTA) taxes, and Federal unemployment (FUTA) taxes. The payments are also subject to income tax.

If you make the payments, withhold on the basis of the employee's Form W-4. Include payments subject to social security and Medicare taxes on lines 6a and 7 of Form 941. Report payments subject to RRTA taxes on **Form CT-1**, Employer's Annual Railroad Retirement and Unemployment Reimbursement Tax Return. Pay FUTA tax as you normally would for any other type of taxable wages. Include the amount of sick pay payments on line 1, Part I, of Form 940 or 940-EZ.

If a third party makes the payments, the employee may request income tax withholding by giving the third-party payer a **Form W-4S**, Request for Federal Income Tax Withholding From Sick Pay. Even though the third party makes the payments, you may be responsible for paying social security and Medicare taxes and reporting on Form W-2. See **Pub. 952**, Sick Pay Reporting, for details.

The following payments are not subject to social security, Medicare, RRTA, RURT, or FUTA taxes:

1. Payments received under a workmen's compensation law.
2. Payments, or portions of payments, attributable to the employee's contributions to a sick pay plan.
3. Payments received under the Railroad Retirement Act.
4. Payments of benefits under the Railroad Unemployment Insurance Act for an on-the-job injury.
5. Payments made more than 6 months after the last calendar month in which the employee worked.

6. Taxable Tips

Tips your employee receives are generally subject to withholding. Your employee must report cash tips to you by the 10th of the month after the month the tips are received. The report should include tips you paid over to the employee for charge customers and tips the employee received directly from customers. No report is required for months when tips are less than \$20. Your employee reports the tips on **Form 4070**, Employee's Report of Tips to Employer, or on a similar statement. Both Forms 4070 and **4070-A**, Employee's Daily Record of Tips, are included in **Pub. 1244**, Employee's Daily Record of Tips and Report to Employer.

The statement must be signed by the employee and must show the following:

- The employee's name, address, and social security number.
- Your name and address.
- The month or period the report covers.
- The total tips.

You must collect income tax, employee social security tax, and employee Medicare tax on the employee's tips. You can collect

these taxes from the employee's wages or from other funds he or she makes available. (See **Tips Treated as Supplemental Wages** in section 7 for further information.) Stop collecting the employee social security tax when his or her wages and tips for the year reach the limit; collect the employee Medicare tax for the whole year on all wages and tips.

You are responsible for the employer social security tax on wages and tips until the wages (including tips) reach the limit. You must withhold income tax for the whole year on wages and tips.

File Form 941 to report withholding on tips. If, by the 10th of the month after the month you received an employee's report on tips, you don't have enough employee funds available to deduct the employee tax, you no longer have to collect it. Show any uncollected social security and Medicare taxes on Form W-2, on lines 6b and 7 of Form 941, and as an adjustment on line 9, Form 941. (See the instructions for Forms W-2 and 941.)

If an employee reports to you in writing \$20 or more of tips in a month, they are subject to FUTA tax.

Allocated Tips.—If you operate a large food or beverage establishment, you must report allocated tips under certain circumstances. A large food or beverage establishment is one that provides food or beverages for consumption on the premises, where tipping is customary, and where there are normally more than 10 employees on a typical business day during the preceding year.

You must allocate tips among employees who receive them if the total tips reported to you during any payroll period are less than 8% (or an approved lower rate) of the establishment's gross receipts for that period. Use Form 8027 to report allocated tips.

Generally, you must allocate to tipped employees an amount equal to the difference between the total tips reported by the employees and 8% (or an approved lower rate) of gross receipts (less carryout sales and sales with at least a 10% service charge added). You or a majority of your employees may request a lower percentage rate, but not below 2%. See Rev. Proc. 86-21, 1986-1 C.B. 560, for details.

The tip allocation may be made using one of three methods—hours worked, gross receipts, or good faith agreement. For information about these allocation methods and further information, including the requirement to file Forms 8027 on magnetic media if 250 or more forms are filed, see the separate **Instructions for Form 8027**.

Do not withhold income, social security, or Medicare taxes on allocated tips.

7. Supplemental Wages

Supplemental wages are compensation paid to an employee in addition to the employee's regular wages. They include, but are not limited to, bonuses, commissions, overtime pay, accumulated sick leave, severance pay, awards, prizes, back pay and retroactive pay increases for current employees, and payments for nondeductible moving expenses. Other payments subject to the supplemental

wage rules include taxable fringe benefits and expense allowances paid under a non-accountable plan.

If you pay supplemental wages with regular wages but do not specify the amount of each, withhold income tax as if the total were a single payment for a regular payroll period.

If you pay supplemental wages separately (or combine them in a single payment and specify the amount of each), the income tax withholding method depends partly on whether you withhold income tax from your employee's regular wages:

- If you withhold income tax from an employee's regular wages, you can use one of the following methods for the supplemental wages:

- a. Withhold a flat 28%.

- b. Add the supplemental and regular wages for the most recent payroll period this year. Then figure the income tax withholding as if the total were a single payment. Subtract the tax already withheld from the regular wages. Withhold the remaining tax from the supplemental wages.

- If you did not withhold income tax from the employee's regular wages, use method b. (This would occur, for example, when the value of the employee's withholding allowances claimed on Form W-4 is more than the wages.)

Regardless of the method you use to withhold income tax on supplemental wages, including bonuses, supplemental wages are subject to social security and Medicare taxes.

Tips Treated as Supplemental Wages.—Withhold the income tax on tips from wages or from other funds the employee makes available. If an employee receives regular wages and reports tips, figure income tax as if the tips were supplemental wages. If you have not withheld income tax from the regular wages, add the tips to the regular wages. Then withhold income tax on the total. If you withheld income tax from the regular wages, you can withhold on the tips by method a or b above.

Vacation Pay.—Vacation pay is subject to withholding as if it were a regular wage payment. When vacation pay is in addition to regular wages for the vacation period, treat it as a supplemental wage payment. If the vacation pay is for a time longer than your usual payroll period, spread it over the pay periods for which you pay it.

Back Pay Under a Statute.—Treat back pay as wages and withhold and pay employment taxes as appropriate. However, if back pay was awarded by a court or government agency to enforce a worker's protection law, special rules apply for filing Forms W-2 with the SSA for these payments. Contact your SSA office for details.

8. Payroll Period

The payroll period is that period of service for which you usually pay wages. When you have a regular payroll period, withhold income tax for that time period even if your employee does not work the full period.

When you don't have a payroll period, withhold the tax as if you paid wages on a

daily or miscellaneous payroll period. Figure the number of days (including Sundays and holidays) in the period covered by the wage payment. If the wages are unrelated to a specific length of time (e.g., commissions paid on completion of a sale), count back the number of days from the payment period to the latest of:

- a. The last wage payment made during the same calendar year,

- b. The date employment began, if during the same calendar year, or

- c. January 1 of the same year.

When you pay an employee for a period of less than 1 week, and the employee signs a statement under penalties of perjury that he or she is not working for any other employer during the same calendar week for wages subject to withholding, figure withholding based on a weekly payroll period. If the employee later begins to work for another employer for wages subject to withholding, the employee must notify you within 10 days. You should then figure withholding based on the daily or miscellaneous period.

9. Withholding From Employees

Form W-4.—To know how much income tax to withhold from employees' wages, you should have a **Form W-4**, Employee's Withholding Allowance Certificate, on file for each employee. Ask all new employees to give you a signed Form W-4 when they start work. Make the form effective with the first wage payment. If a new employee does not give you a completed Form W-4, withhold tax as if he or she is single, with no withholding allowances. A Form W-4 remains in effect until the employee gives you a new one. If an employee gives you a Form W-4 that replaces an existing Form W-4, begin withholding no later than the start of the first payroll period ending on or after the 30th day from the date you received the replacement Form W-4. For exceptions, see this page for exemption from income tax withholding and forms that must be sent to the IRS, and page 8 for invalid Forms W-4.

Note: A Form W-4 that makes a change for the next calendar year will not take effect in the current calendar year.

Pub. 505, Tax Withholding and Estimated Tax, contains detailed instructions for completing Form W-4. Along with Form W-4, you may wish to order Pub. 505 and **Pub. 919**, Is My Withholding Correct for 1994?

Withholding.—To determine income tax withholding, take the following into account:

- a. **Wages paid, including tips reported.**

- b. **Marital status.**—The withholding tables are different for single and for married employees. On Form W-4, a married employee may choose to have withholding at the higher single rate. A nonresident alien is considered single for withholding tax purposes.

An employee whose spouse has died during the year can show status as Married for the year on Form W-4. An employee whose spouse died in either of the two preceding tax years can claim Married status if:

- 1. The employee's home is maintained as the main household of a child or stepchild

for whom the employee can claim an exemption; and

- 2. The employee could file a joint return with the decedent in the year of the spouse's death.

An employee who qualifies as a head of household is considered single for withholding purposes.

- c. **Withholding allowances.**—The number of withholding allowances claimed on Form W-4 may be different from the number of exemptions claimed on the employee's tax return. The process of determining the correct number of withholding allowances begins with the number of personal exemptions the employee expects to claim on his or her tax return. This number is then increased or decreased based on the employee's financial situation, as outlined on the Form W-4 worksheets.

Employees may claim fewer withholding allowances than they are entitled to claim. They may wish to claim fewer allowances to generate a larger tax refund or to offset other sources of taxable income that are not subject to adequate withholding.

- d. **Exemption from income tax withholding for eligible persons.**—An employee may claim exemption from income tax withholding because he or she had no income tax liability last year and expects none this year. However, the wages may still be subject to social security and Medicare taxes.

An employee must file a Form W-4 each year by February 15 to claim exemption from withholding. If the employee does not give you a new Form W-4, withhold tax as if the employee is single with zero withholding allowances.

An employee cannot claim exemption from withholding if (1) his or her income exceeds \$600 and includes unearned income (e.g., interest and dividends), and (2) another person can claim the employee as a dependent on their tax return.

Caution: Students are subject to withholding the same as any other employee. They are not exempt because of student status.

Withholding on Nonresident Aliens.—Employers should remind nonresident aliens when completing Form W-4 that to avoid underwithholding of income taxes they should (1) not claim exemption from income tax withholding; (2) request withholding as if they are single, regardless of their actual marital status; and (3) claim only one allowance. However, if the nonresident alien is a resident of Canada, Mexico, Japan, or Korea, he or she may claim one allowance for each dependent. For more information, see Pub. 515.

Sending Certain Forms W-4 to the IRS.—You must send to the IRS copies of certain Forms W-4 received during the quarter from employees still employed by you at the end of the quarter. Send copies when the employee (1) claims more than 10 withholding allowances or (2) claims exemption from withholding and his or her wages would normally be \$200 or more per week. You are not required to send any other Forms W-4 unless the IRS notifies you in writing to do so.

Send in Forms W-4 that meet either of the above conditions each quarter with Form 941. (However, if your Form 941 is filed on magnetic media, you must send your paper Forms W-4 to the appropriate service center with a cover letter.) Complete boxes 8 and 10 on any Forms W-4 you send in. You may use box 9 to identify the office responsible for processing the employee's payroll information. Also send copies of any written statements from employees in support of the claims made on Forms W-4. Send these statements even if the Forms W-4 are not in effect at the end of the quarter. You can send them to your Internal Revenue Service Center more often if you like. If you do so, include a cover letter giving your name, address, employer identification number, and the number of forms included. In certain cases, the IRS may notify you in writing that you must submit specified Forms W-4 more frequently to your district director separate from your Form 941.

Base withholding on the Forms W-4 that you send in unless the IRS notifies you in writing that you should do otherwise. If the IRS notifies you about a particular employee, base withholding on the number of withholding allowances shown in the IRS notice. You will get a copy of the notice to give to the employee. Also, the employee will get a similar notice directly from the IRS. If the employee later gives you a new Form W-4, follow it only if (1) exempt status is not claimed or (2) the number of withholding allowances is equal to or fewer than the number in the IRS notice. Otherwise, disregard it and do not submit it to the IRS. Continue to follow the IRS notice.

If the employee prepares a new Form W-4 explaining any difference with the IRS notice, he or she may either submit it to the IRS or to you. If submitted to you, send the Form W-4 and explanation to the IRS office shown in the notice. Continue to withhold based on the notice until the IRS tells you to follow the new Form W-4.

Filing Form W-4 on Magnetic Media.—Form W-4 information may be filed with the IRS on magnetic media. If you wish to file on magnetic media, you must submit **Form 4419**, Application for Filing Information Returns Magnetically/ Electronically, to request authorization. See **Pub. 1245**, Specifications for Filing Form W-4, Employee's Withholding Allowance Certificate, on Magnetic Tape, and 5/4- and 3/2-Inch Magnetic Diskettes. To obtain additional information about magnetic media filing, call the IRS Martinsburg Computing Center at (304) 263-8700.

Note: Any Forms W-4 with employee supporting statements that you must submit to the IRS must be submitted on paper. They cannot be submitted on magnetic media.

Invalid Forms W-4.—Any unauthorized change or addition to Form W-4 makes it invalid. This includes taking out any language by which the employee certifies that the form is correct. A Form W-4 is also invalid if, by the date an employee gives it to you, he or she indicates in any way that it is false.

When you get an invalid Form W-4, do not use it to figure withholding. Tell the employee it is invalid and ask for another one. If the employee does not give you a valid one,

withhold taxes as if the employee were single and claiming no withholding allowances. However, if you have an earlier Form W-4 for this worker that is valid, withhold as you did before.

Amounts Exempt From Levy on Wages, Salary, and Other Income.—If you receive a Notice of Levy on Wages, Salary, and Other Income (Forms 668W or 668W(c)), you must withhold amounts as described in the instructions for these forms. **Pub. 1494**, Table for Figuring Amount Exempt From Levy on Wages, Salary, and Other Income (Forms 668W and 668W(c)), shows the exempt amount. If a levy issued in a prior year is still in effect, use the current year **Pub. 1494** to compute the exempt amount.

10. Figuring Withholding

There are several ways to figure income tax withholding:

- Percentage method (see pages 29–30).
- Wage bracket tables (see pages 31–50).

Also see page 27 for directions on how to use the tables for employees claiming more than 10 allowances.

- Alternative formula tables for percentage withholding (see **Pub. 493**, Alternative Tax Withholding Methods and Tables).
- Wage bracket percentage method with withholding tables (see **Pub. 493**).

Employers with automated payroll systems will find the two alternative formula tables and the two alternative wage bracket percentage method tables useful.

- Combined income, employee social security, and employee Medicare tax table (see **Pub. 493**).
- Annualized wages method (see **Pub. 493**).
- Average estimated wages method (see **Pub. 493**).
- Cumulative wages and part-year employment methods (see **Pub. 493**). These may be used if your employee requests that you use them, and you agree to this.
- Other alternative methods (see page 27).

If an employee wants additional tax withheld, have the employee show the extra amount on Form W-4, line 6.

Social Security and Medicare Taxes, Employer's and Employee's Share.—For wages paid in 1994, the social security tax rate is 6.2% and the Medicare tax rate is 1.45% for both the employer and the employee. You can multiply each wage payment by these percentages or use the tables on pages 51 through 52. You can use the amounts in the boxes in the lower right corners of the tables on pages 52 and 53 if the wage payment is \$100 or more. For example, the social security tax on a wage payment of \$355 would be \$22.01 (\$18.60 + \$3.41) each. The Medicare tax would be \$5.15 (\$4.35 + \$.80) each.

Employee wages are subject to social security and Medicare taxes regardless of the employee's age, or whether he or she is receiving social security benefits.

11. Depositing Taxes

In general, you must deposit income tax withheld and both the employer and employee social security and Medicare taxes (minus any advance EIC payments) by mailing or delivering a check, money order, or cash to an authorized financial institution or Federal Reserve bank.

You may make payments with your return instead of depositing if:

- Your net tax liability for the return period (line 13 on Form 941) is less than \$500, or
- You are making a payment in accordance with the **Accuracy of Deposits (98% Rule)** provision in the deposit rules discussed on page 11. This amount may exceed \$500. **Caution:** Only monthly schedule depositors are allowed to make this underpayment with the return.

Separate Deposit Requirements for Nonpayroll (Form 945) Tax Liabilities.—Separate deposits are required for nonpayroll income tax withholding on payments made after December 31, 1993. **DO NOT** combine deposits for Form 941 and Form 945 tax liabilities. Generally, the deposit rules for nonpayroll liabilities are the same as discussed below. See Chapter II, section 3, for details.

Federal Tax Deposit (FTD) Coupon.—Use **Form 8109**, Federal Tax Deposit Coupon, to make the deposits. **Do not** use the deposit coupons to pay delinquent taxes assessed by the IRS. Send those payments directly to your Internal Revenue Service Center with a copy of any related notice the IRS sent you.

For new employers, the IRS will send you an FTD coupon book 5 to 6 weeks after you receive an employer identification number (EIN). (Apply for an EIN on Form SS-4.) The IRS will keep track of the number of FTD coupons you use and **automatically** will send you additional coupons when you need them. If you do not receive your resupply of FTD coupons, contact your local IRS office. You can have the FTD coupon books sent to a branch office, tax preparer, or service bureau that is making your deposits by showing that address on **Form 8109C**, FTD Address Change, which is in the FTD coupon book. (Filing Form 8109C will not change your address of record; it will change only the address where the FTD coupons are mailed.) The FTD coupons will be preprinted with your name, address, and EIN. They have entry boxes for indicating the type of tax and the tax period for which the deposit is made.

It is very important to clearly mark the correct type of tax and tax period on each FTD coupon. This information is used by the IRS to credit your account. The **Federal Tax Deposit (FTD) Checklist** near the end of this booklet illustrates how to complete the FTD coupon properly.

If you have branch offices depositing taxes, give them FTD coupons and complete instructions so they can deposit the taxes when due.

Please use only your FTD coupons. If you use anyone else's FTD coupon, you may be subject to the failure to deposit penalty. This is because your account will be underpaid by the amount of the deposit credited to the

other person's account. See **Penalties** on page 9 for details.

How To Make Deposits.—Mail or deliver each FTD coupon and a single payment covering the taxes to be deposited to a qualified depository for Federal taxes or to the Federal Reserve bank or branch (FRB) serving your area. Follow the instructions in the FTD coupon book. Make the check or money order payable to the depository or FRB where you make your deposit. To help ensure proper crediting of your account, include your EIN, the type of tax (e.g., Form 941), and tax period to which the payment applies on your check or money order.

Reporting agents.—Reporting agents who make deposits for their clients should see Rev. Proc. 89-48, 1989-2 C.B. 599.

Deposits at Depositories.—Authorized depositories must accept cash, a postal money order drawn to the order of the depository, or a check or draft drawn on and to the order of the depository. You can deposit taxes with a check drawn on another financial institution only if the depository is willing to accept that form of payment.

Note: Be sure that the financial institution where you make deposits is an authorized depository. Deposits made at an unauthorized institution may be subject to the failure to deposit penalty.

Deposits at FRBs.—If you want to make a deposit at an FRB, make the deposit with the FRB serving your area. Deposits may be subject to the failure to deposit penalty if the payment is not considered an immediate credit item on the day it is received by the FRB. A personal check, including one drawn on a business account, is not an immediate credit item. To avoid a penalty, deposits made by personal checks drawn on other financial institutions must be made in advance of the deposit due date to allow time for check clearance. To be considered timely, the funds must be available to the FRB on the deposit due date before the FRB's daily cutoff deadline. Contact your local FRB to obtain information concerning check clearance and cutoff schedules.

Depositing on Time.—The IRS determines if deposits are on time by the date they are received by an authorized depository or FRB. However, a deposit received by the authorized depository or FRB after the due date will be considered timely if the taxpayer establishes that it was mailed in the United States at least 2 days before the due date.

Note: If you are required to deposit any taxes more than once a month, any deposit of \$20,000 or more must be made by its due date to be timely.

Depositing Without an EIN.—If you have applied for an EIN but **have not** received it, and you must make a deposit, make the deposit with your Internal Revenue Service Center. **Do not** make the deposit at an authorized depository or FRB. Make it payable to the Internal Revenue Service and show on it your name (as shown on Form SS-4), address, kind of tax, period covered, and date you applied for an EIN. Attach an explanation to the deposit. **Do not** use Form 8109-B in this situation.

Depositing Without Form 8109.—If you do not have the preprinted Form 8109, you may

use **Form 8109-B** to make deposits. Form 8109-B is an over-the-counter FTD coupon that is not preprinted with your identifying information. It is available only at your local IRS office. Be sure to have your EIN ready when you contact the office. The phone number for your local IRS office is listed in your telephone directory. You will not be able to obtain this form by calling the general 1-800-TAX-FORM number.

Use Form 8109-B to make deposits only if:

- You are a new entity and you have been assigned an EIN, but you have not received your initial supply of Forms 8109. The **Federal Tax Deposit (FTD) Checklist** near the end of this booklet shows how to complete Form 8109-B; or
- You have not received your resupply of preprinted Forms 8109.

Deposit Record.—For your records, a stub is provided with each FTD coupon in the coupon book. The FTD coupon itself will not be returned. It is used to credit your account. Your check, bank receipt, or money order is your receipt.

How To Claim Credit for Overpayments.—If you deposited more than the right amount of taxes for a quarter, you can request on Form 941 for that quarter to have the overpayment refunded or applied as a credit to your next return. Do not ask the depository or FRB to request a refund from the IRS for you.

Penalties.—Penalties may apply if you do not make required deposits on time, you make deposits at an unauthorized financial institution, you pay directly to the IRS, or you pay with your return (amounts that may be paid with a return are limited). The penalties do not apply if any failure to make a proper and timely deposit was due to reasonable cause and not to willful neglect. For amounts not properly or timely deposited, the penalty rates are:

2% - Deposits made 1 to 5 days late.

5% - Deposits made 6 to 15 days late.

10% - Deposits made 16 or more days late. Also applies to amounts paid to the IRS within 10 days of the date of the first notice the IRS sent you asking for the tax due.

10% - Deposits made at unauthorized financial institutions or directly to the IRS (but see **Depositing Without an EIN** earlier).

15% - Amounts still unpaid more than 10 days after the date of the first notice the IRS sent you asking for the tax due or the day on which you receive notice and demand for immediate payment, whichever is earlier.

Order in Which Deposits Are Applied.—Tax deposits are applied first to satisfy any past due underdeposits for the quarter, with the oldest underdeposit satisfied first.

Example: Employer A is required to make a deposit of \$1,000 on February 15 and \$1,500 on March 15. A does not make the deposit on February 15. On March 15, A deposits \$1,700 assuming that he has paid his March deposit in full and applied \$200 to the late February deposit. However, because deposits are applied first to past due underdeposits in due date order, \$1,000 of the March

15 deposit is applied to the late February deposit. The remaining \$700 is applied to the March 15 deposit. Therefore, in addition to an underdeposit of \$1,000 for February 15, A has an underdeposit for March 15 of \$800. Penalties will be applied to both underdeposits as explained above.

Separate Accounting When Deposits Are Not Made or Withheld Taxes Are Not Paid.—Separate accounting may be required if you do not pay over withheld employee social security, Medicare, or income taxes; deposit required taxes; make required payments; or file tax returns. In this case, you would receive written notice from the district director requiring you to deposit taxes in a special trust account for the U.S. Government. You would also have to file monthly tax returns on **Form 941-M**, Employer's Monthly Federal Tax Return.

When To Deposit

There are two deposit schedules—monthly or semiweekly—for determining when you deposit Federal employment and withholding taxes (other than FUTA taxes). The IRS will notify you each November whether you are a monthly or semiweekly depositor for the coming calendar year. The rules apply to social security and Medicare tax and Federal income tax withheld on wages, tips, and sick pay. Similar rules apply for Federal income tax withholding for nonpayroll items such as backup withholding and withholding on pensions, annuities, and gambling winnings (see page 21 for details). These rules do not apply to tax required to be reported on Forms 940 or 942.

Your deposit schedule for a calendar year is determined from the total taxes reported on your Form 941 in a four-quarter lookback period—July 1 through June 30—as shown in the chart below. If you reported \$50,000 or less of employment taxes for the lookback period, you are a monthly depositor; if you reported more than \$50,000, you are a semiweekly depositor. There are two exception rules—the \$500 rule and the \$100,000 rule. The deposit rules and exceptions are discussed in the following sections.

Lookback Period For Calendar Year 1994			
Calendar Year 1994			
Jan.–Mar.	Apr.–June	July–Sept.	Oct.–Dec.
Lookback Period			
1992		1993	
July–Sept.	Oct.–Dec.	Jan.–Mar.	Apr.–June

Transition Rule for 1993.—You were allowed to continue using the old deposit rules during 1993 while you converted your deposit system to the new rules which were effective January 1, 1993. Your conversion to the new rules, however, must be completed by January 1, 1994.

Monthly Deposit Schedule Rule

Under the **monthly rule**, employment and other taxes withheld on payments made during a calendar month must be deposited by the 15th day of the following month. An employer is a monthly depositor for a calendar year if the total employment taxes for the four quarters in the lookback period were \$50,000 or less.

Monthly depositors should **not** file Form 941 on a monthly basis. Do not file **Form 941-M**, Employer's Monthly Federal Tax Return, unless you are instructed to do so by an IRS representative.

New Employers.—During the first calendar year of your business, your tax liability for each quarter in the lookback period is considered to be zero. Therefore, you are a monthly depositor for the first year of your business (but see the **\$100,000 One-Day Rule** exception below).

Semiweekly Deposit Schedule Rule

An employer is a semiweekly depositor for a calendar year if the total employment taxes during its lookback period were more than \$50,000. Under the **semiweekly rule**, employment and other taxes withheld on payments made on Wednesday, Thursday, and/or Friday must be deposited by the following Wednesday. Amounts accumulated on payments made on Saturday, Sunday, Monday, and/or Tuesday must be deposited by the following Friday.

Payment Days/Deposit Periods	Deposit By
Wednesday, Thursday, and/or Friday	Following Wednesday
Saturday, Sunday, Monday, and/or Tuesday	Following Friday

If a quarterly return period ends on a day other than Tuesday or Friday, employment taxes accumulated on the days covered by the return period just ending are subject to one deposit obligation, and employment taxes accumulated on the days covered by the new return period are subject to a separate deposit obligation. For example, if one quarterly return period ends on Thursday and a new quarter begins on Friday, employment taxes accumulated on Wednesday and Thursday are subject to one deposit obligation and taxes accumulated on Friday are subject to a separate obligation. Separate **Forms 8109**, Federal Tax Deposit Coupons, are required for each deposit because two different quarters are affected. Be sure to mark the quarter for which the deposit is made on each Form 8109.

Example of Monthly and Semiweekly Rules

Employer A reported employment tax liability on Form 941 as follows:

1994 Lookback Period

3rd Quarter 1992 -	\$12,000
4th Quarter 1992 -	\$12,000
1st Quarter 1993 -	\$12,000
2nd Quarter 1993 -	\$12,000
	<hr/>
	\$48,000

1995 Lookback Period

3rd Quarter 1993 -	\$15,000
4th Quarter 1993 -	\$15,000
1st Quarter 1994 -	\$15,000
2nd Quarter 1994 -	\$15,000
	<hr/>
	\$60,000

Employer A is a monthly depositor for 1994 because its tax liability for the four quarters in its lookback period (3rd quarter 1992 through 2nd quarter 1993) was not more

than \$50,000. However, for 1995, Employer A must follow the semiweekly rule described above because A's liability exceeded \$50,000 for the four quarters in its lookback period (3rd quarter 1993 through 2nd quarter 1994).

Application of Monthly and Semiweekly Rules

The terms monthly depositor and semiweekly depositor do not refer to how often your business pays its employees, or even how often you are required to make deposits. The terms identify which set of rules you must follow when a tax liability arises (e.g., when you have a payday). The deposit rules are based on the dates wages are paid; **not** on when payroll liabilities are accrued.

Monthly Rule Example: Employer A is a seasonal employer who has a monthly deposit schedule. It paid wages each of the four Fridays during January but did not pay any wages during February. Under the monthly rule, Employer A must deposit the combined tax liabilities for the four January paydays by February 15. Employer A does not have a deposit requirement for February (due by March 15) because no wages were paid and, therefore, it did not have a tax liability for the month.

Semiweekly Rule Example: Employer B, who has a semiweekly deposit schedule, pays wages once each month on the last day of the month. Although Employer B has a semiweekly deposit schedule, it will deposit just once a month because it pays wages only once a month. The deposit, however, will be made under the semiweekly deposit rule as follows: Employer B's tax liability for the January 31, 1994 (Monday) payday must be deposited by February 4, 1994 (Friday). Under the semiweekly deposit rule, liabilities arising on Saturday through Tuesday must be deposited by the following Friday.

Deposits on Banking Days Only

If a deposit is required to be made on a day that is not a banking day, the deposit is considered timely if it is made by the close of the next banking day. For example, if a deposit is required to be made on a Friday and Friday is not a banking day, the deposit will be considered timely if it is made by the following Monday.

A special rule is provided for **semiweekly depositors** that allows these depositors at least 3 banking days to make a deposit. That is, if any of the 3 weekdays after the end of a semiweekly period is a banking holiday, they will have one additional banking day to deposit. For example, if a semiweekly depositor accumulated taxes for payments made on Friday and the following Monday is not a banking day, the deposit normally due on Wednesday may be made on Thursday (allowing 3 banking days to make the deposit).

\$500 Rule

If an employer accumulates less than a \$500 tax liability during a quarter, no deposits are required and this liability may be paid with the tax return for the quarter. However, if you are unsure that you will accumulate less than \$500, deposit under the appropriate rules so

that you will not be subject to failure to deposit penalties.

\$100,000 One-Day Rule

If the total accumulated tax reaches \$100,000 or more on any day during a deposit period, it must be deposited by the next banking day, whether an employer is a monthly or semiweekly depositor. For monthly depositors, the deposit period is a calendar month. The deposit periods for a semiweekly depositor are Wednesday through Friday and Saturday through Tuesday.

For purposes of the \$100,000 rule, do not continue accumulating employment tax liability after the end of a deposit period. For example, if a semiweekly depositor has accumulated a liability of \$95,000 on a Tuesday (of a Saturday-through-Tuesday deposit period) and accumulated a \$10,000 liability on Wednesday, the \$100,000 one-day rule does not apply. Thus, \$95,000 must be deposited by Friday and \$10,000 must be deposited by the following Wednesday.

In addition, once you accumulate at least \$100,000 in a deposit period, stop accumulating at the end of that day and begin to accumulate anew on the next day. For example, Employer C is a semiweekly depositor. On Monday, C accumulates taxes of \$110,000 and must deposit this amount on Tuesday, the next banking day. On Tuesday, C accumulates additional taxes of \$30,000. Because the \$30,000 is not added to the previous \$110,000 and is less than \$100,000, C must deposit the \$30,000 by Friday following the semiweekly deposit rule.

If a monthly depositor accumulates a \$100,000 employment tax liability on any day, it becomes a semiweekly depositor on the next day and remains so for at least the remainder of the calendar year and for the following calendar year.

Example of \$100,000 One-Day Rule.—Employer B started its business on February 1, 1994. On February 9, it paid wages for the first time and accumulated a tax liability of \$60,000. On February 10, Employer B paid wages and accumulated a liability of \$40,000, bringing its accumulated employment tax liability to \$100,000. Because this was the first year of its business, the tax liability for its lookback period is considered to be zero, and it would be a monthly depositor based on the lookback rules. However, since Employer B accumulated \$100,000 on February 10, it became a semiweekly depositor on February 11. It will be a semiweekly depositor for the remainder of 1994 and for 1995. Employer B is required to deposit the \$100,000 by February 11, the next banking day.

Adjustments and the Lookback Rule

Determine your tax liability for the quarters in the lookback period based on the tax liability as **originally** reported. If you made adjustments to correct errors on previously filed employment tax returns, these adjustments do not affect the amount of tax liability for purposes of the lookback rule. If you report adjustments on your current employment tax return to correct errors on prior period returns, include these adjustments as part of

your tax liability for the current quarter. If you filed Form 843 to claim a refund for a prior period overpayment, your tax liability does not change for either the prior period or the current period quarter for purposes of the lookback rule.

Example: An employer originally reported a tax liability of \$45,000 for the four quarters in the lookback period ending June 30, 1993. The employer discovered during January 1994 that the tax during one of the lookback period quarters was understated by \$10,000 and corrected this error with an adjustment on the 1994 first quarter return. This employer would be a monthly depositor for 1994 since the lookback period tax liabilities are based on the amounts originally reported and they were less than \$50,000. The \$10,000 adjustment would be treated as part of the 1994 first quarter tax liability.

Accuracy of Deposits (98% Rule)

You will be considered to have satisfied the deposit requirements if you deposit timely at least 98% of your tax liability or if any deposit shortfall does not exceed \$100. No deposit penalties will be applied if the shortfall is deposited by the shortfall makeup date as follows:

- **Monthly Depositor**—Deposit or pay the shortfall with your return by the due date of the Form 941 for the period in which the shortfall occurred. You may pay the shortfall with Form 941 even if the amount exceeds \$500.

- **Semiweekly Depositor**—Deposit by the first Wednesday or Friday, whichever is earlier, falling on or after the 15th day of the month following the month in which the shortfall occurred. For example, if a semiweekly depositor has a shortfall during January 1994, the shortfall makeup date is February 16, 1994 (Wednesday).

Depositing Federal Unemployment (FUTA) Taxes

FUTA Amount To Deposit.—For deposit purposes, figure FUTA tax quarterly. Determine your FUTA tax by multiplying by .008 that part of the first \$7,000 paid to each employee during the quarter. The \$7,000 amount is the Federal wage base. Your state wage base may be different. If any part of the amount paid is exempt from state unemployment taxes, you may deposit an amount more than the .008 rate. For example, in certain states, wages paid to corporate officers, certain payments of sick pay by unions, and certain fringe benefits, are exempt from unemployment tax. Refer to section 14 of this chapter for more information.

Employers Not Required To Deposit.—If your total FUTA tax for the year is \$100 or less, you do not have to deposit the tax. Pay your FUTA tax with your Form 940 or Form 940-EZ.

Employers Required To Deposit.—If your liability for any of the calendar year quarters of 1994 is over \$100 (including any undeposited amount from any earlier quarter), you must make deposits in an authorized depository using Form 8109, Federal Tax Deposit Coupon (see page 8 for details).

If the undeposited amount is \$100 or less, you may carry it to the next quarter. If your

liability for the 4th quarter (plus any undeposited amount from any earlier quarter) is over \$100, deposit the entire amount by the due date of Form 940 or Form 940-EZ (January 31). If it is \$100 or less, you can either make a deposit or pay it with your Form 940 or Form 940-EZ by its due date.

When To Deposit.—Deposit the FUTA tax by the last day of the first month after the quarter ends.

Quarter	Ending	Due Date
Jan.-Feb.-Mar.	Mar. 31	Apr. 30
Apr.-May-June	June 30	July 31
July-Aug.-Sept.	Sept. 30	Oct. 31
Oct.-Nov.-Dec.	Dec. 31	Jan. 31

Note: Enter the total amount of all deposits in Part II, line 7 of Form 940 or Part I, line 7 of Form 940-EZ.

12. Filing the Employer's Quarterly Federal Tax Return (Form 941)

Each quarter, all employers who are subject to income tax withholding (including withholding on sick pay and supplemental unemployment benefits) or social security and Medicare taxes must file **Form 941**, Employer's Quarterly Federal Tax Return. However, the following exceptions apply:

1. **Seasonal employers who no longer file for quarters when they regularly have no tax liability because they have paid no wages.**—To alert the IRS that you will not have to file a return for one or more quarters during the year, mark the Seasonal employer box above line 1 on Form 941. The IRS will mail two Forms 941 to the seasonal filer once a year after March 1. The preprinted label will not include the date the quarter ended. You must enter the date the quarter ended when you file the return. The IRS will generally not inquire about unfiled returns if at least one taxable return is filed each year. However, you must mark the Seasonal employer box on every quarterly return you file. Otherwise, the IRS will expect a return to be filed for each quarter.

2. **Household employers reporting social security and Medicare taxes and/or withheld income tax.**—Report these on **Form 942**, Employer's Quarterly Tax Return for Household Employees.

3. **Employers reporting wages for employees in American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, or the Virgin Islands.**—If the employees are not subject to U.S. income tax withholding, use Form 941-SS. Employers in Puerto Rico use Form 941-PR.

4. **Agricultural employers reporting social security and Medicare taxes and withheld income tax.**—Report these on **Form 943**, Employer's Annual Tax Return for Agricultural Employees.

5. **Form 941E**, Quarterly Return of Withheld Federal Income Tax and Medicare Tax, will be eliminated after the fourth quarter of 1993. Previous filers of Form 941E will be required to report any employment tax and withholding from wages on Form 941 begin-

ning in the first quarter of 1994. Income tax withholding on nonpayroll items and backup withholding must be reported on the new Form 945 and deposited separately. See Chapter II for details.

When To File.—Due dates for returns are:

Due Dates		
Quarter	Ending	Due Date
Jan.-Feb.-Mar.	Mar. 31	Apr. 30
Apr.-May-June	June 30	July 31
July-Aug.-Sept.	Sept. 30	Oct. 31
Oct.-Nov.-Dec.	Dec. 31	Jan. 31

If you deposited all taxes when due for the quarter, you may file the return by the 10th day of the month following the due date.

Where To File.—The addresses are listed in the Form 941 instructions. Please note that there may be different addresses for filing returns, depending on whether you file with or without a remittance.

Magnetic Tape Filing of Form 941.—Reporting agents filing Forms 941 for groups of taxpayers can file them on magnetic tape. For more information, see **Pub. 1264**, Magnetic Tape Reporting of Form 941, Employer's Quarterly Federal Tax Return.

Penalties.—For each whole or part month a return is not filed when required (disregarding any extensions of the filing deadline), there is a penalty of 5% of the unpaid tax due with that return. The maximum penalty is 25%. Also, for each whole or part month the tax is paid late (disregarding any extensions of the payment deadline), a penalty of 0.5% of the amount of tax generally applies. The maximum for this penalty is also 25%. The penalties will not be charged if there is an acceptable reason for failing to file or pay.

Trust Fund Recovery Penalty.—If income, social security, and Medicare taxes that must be withheld are not withheld or are not paid to the IRS, the trust fund recovery penalty may apply. The penalty is the full amount of the unpaid trust fund tax. This penalty may apply to you if these unpaid taxes cannot be immediately collected from the employer or business.

The trust fund recovery penalty may be imposed on all persons who are determined by the IRS to be **responsible** for collecting, accounting for, and paying over these taxes, and who acted **willfully** in not doing so.

A **responsible person** can be an officer or employee of a corporation, a partner or employee of a partnership, an accountant, a volunteer director/trustee, or an employee of a sole proprietorship. A responsible person also may include one who signs checks for the business or otherwise has authority to cause the spending of business funds.

Willfully means voluntarily, consciously, and intentionally. A responsible person acts willfully if the person knows the required actions are not taking place.

Hints on Filing.—Do not report more than one calendar quarter on a return.

Use the preaddressed form mailed to you. If you don't have the form, get one from any IRS office in time to file the return when due. If you use a form that is not preaddressed, please show your name and EIN on it. Be

Social Security and Medicare Tax Rates (for 3 prior years)

Calendar Year	Wage Base (each employee)	Tax Rate on Taxable Wages and Tips
1993-Social Security	\$57,600	12.4%
1993-Medicare	135,000	2.9
1992-Social Security	55,500	12.4
1992-Medicare	130,200	2.9
1991-Social Security	53,400	12.4
1991-Medicare	125,000	2.9

with any 1994 revision date (e.g., January or October 1994) can generally be used without modification for any quarter of 1994.

In all cases, however, be sure to correctly fill out the "Date quarter ended" section at the top of the form. If you are modifying a form with a label, change the date on the label (the date is shown with the month and year the quarter ends; for example, JUN94 would be for the quarter ending June 30, 1994). Cross out any inapplicable tax rate(s) shown on the form and write in the rate from the chart above. You can get tax rates and wage bases for years not shown in the table from the IRS.

13. Filing the Employer's Quarterly Tax Return for Household Employees (Form 942)

Household Employees.—File Form 942, Employer's Quarterly Tax Return for Household Employees, for services performed in or about a private home. Generally, household work includes services performed in or about your private home by cooks, butlers, housekeepers, governesses, maids, cleaning people, babysitters, janitors, caretakers, handy persons, gardeners, and drivers of cars for family use.

Do not file Form 942 for the following: (1) If you are a sole proprietor and file Form 941 for business employees, you may include taxes for household employees on your Form 941. (2) For household employees in a private home on a farm operated for profit, file Form 943. They are considered farmworkers. (3) For domestic service in a college club, fraternity, or sorority, file Form 941. These services are not considered to have been performed in a private home.

You can withhold income tax from wages of your household employees if you and your employees agree to this arrangement.

You are liable for social security and Medicare taxes if you pay a household employee cash wages of \$50 or more in a calendar quarter. It doesn't matter when the wages were earned. The \$50 test applies to each household employee. Checks, money orders, etc., are the same as cash. The value of food, lodging, clothing, bus or subway tokens, and other noncash items you give to the employee is not subject to social security and Medicare taxes.

You do not have to pay social security and Medicare taxes on cash wages for any household service done in your home by your mother or father unless both 1 and 2 below apply.

1. You have in your home a son or daughter, or stepson or stepdaughter, who is under 18, or who has a physical or mental condition requiring the personal care of an adult for at least 4 continuous weeks in the quarter.

2. You are a widow or widower, or are divorced, or have a spouse in your home who, because of a physical or mental condition, is unable to care for your son or daughter, or stepson or stepdaughter, for at least 4 continuous weeks in the quarter.

sure they are exactly as they appeared on earlier returns. See the instructions for Form 941 for suggestions for preparing the form.

If you go out of business, you should file a final return for the last quarter in which wages are paid. If you continue to pay wages or other compensation for quarters following termination of your business, you are required to file returns for those quarters. See the Form 941 instructions for details on how to file a final return.

Successor Employer.—If you received all or most of the property used in the trade or business of another employer, or a unit of that employer's trade or business, you may include the wages the other employer paid to your employees when you figure the annual wage limit for social security. See Regulations section 31.3121(a)(1)-1 for more information. Also see Rev. Proc. 84-77, 1984-2 C.B. 753, for the procedures used in filing returns in a predecessor-successor situation.

Common Paymaster.—For information on concurrent employment by related corporations with a common paymaster, see Regulations section 31.3121(s)-1.

Adjustments.—Form 941 explains how to correct mistakes in reporting withheld income, social security, and Medicare taxes, including the use of Form 941c. Generally, you can adjust social security and Medicare taxes reported on Forms 941 for previous quarters (of current and prior years) on your current Form 941. Income tax withholding adjustments for prior quarters can also be made on your current Form 941, but only for previous quarters during the same calendar year.

You cannot adjust amounts reported as income tax withheld in a prior calendar year unless it is to correct an **administrative error**. An administrative error would be any error that does not change the amount of income tax that was actually withheld or deducted from an employee. For example, if the total income tax actually withheld was incorrectly reported due to a mathematical or transposition error, this would be an administrative error.

You will not be allowed a refund or credit for any prior year overpayment of income tax that you withheld or deducted from an employee. This is because the employee uses the amount shown on Form W-2 as a credit when filing the income tax return (Form 1040, etc.).

Make prior period adjustments by adjusting your current tax liability and deposits. The net adjustments shown on Form 941 may include any number of corrections for one or more previous quarters, including both overpayments and underpayments.

Make these adjustments on Form 941 for the quarter in which you discover the errors. To make adjustments, you must submit Form 941 with a Form 941c or a statement providing all the required background information about the adjustments (see Form 941 instructions for the information required). **Do not file Form 941c separately.** If adjustments are made in accordance with the above rules, they qualify as interest-free adjustments.

Alternatively, if you discover an error on a prior quarter return resulting in a tax overpayment, you may file **Form 843**, Claim for Refund and Request for Abatement, for a refund of the amount overpaid. This form also can be used to request an abatement of an overassessment of employment taxes, interest, and/or penalties. You must attach Form 941c, or a statement providing all the required background information, to Form 843. See the separate **Instructions for Form 843**.

If you withhold no social security and Medicare taxes or less than the right amount from an employee's wages, you can make it up from later pay to that employee. But you are the one who owes the underpayment. Reimbursement is up to you and the employee. (This does not apply to tax on tips.)

If you withhold more than the right amount of social security and Medicare taxes from wages paid, give the employee the excess. Keep in your records the employee's written receipt showing the date and amount of the repayment. If you don't have a receipt, you must report and pay each excess amount when you file the return for the quarter in which you withheld too much tax.

When adjustments are made to correct social security and Medicare taxes because of a change in the wage totals reported for a previous year, you also may need to file **Form W-2c**, Statement of Corrected Income and Tax Amounts, and **Form W-3c**, Transmittal of Corrected Income and Tax Statements.

Modifying Forms 941 and 942 for Prior Years.—If you are filing an original return for a quarter in a prior year and you are using the current year form, you will have to modify Forms 941 and 942.

Caution: *The instructions on the form may be inappropriate for the year for which you are reporting taxes because of changes in the law, regulations, or procedures. Contact the IRS if you have any questions. The revision date (found under the form number at the top of the form) will tell you the year for which the form was developed.*

Note: *A form for a particular year can generally be used without modification for any quarter within that year. For example, a form*

The due dates for filing Form 942 are the same as for filing Form 941. See **When To File** on page 11.

For social security and Medicare taxes on household employees only, you may round each wage payment to the nearest whole dollar to figure taxes and report wages on your returns. If you do this, you must round off every wage payment made to every household employee during the same quarter. Get **Pub. 926**, *Employment Taxes for Household Employers*, for more information.

See Form 942 for instructions for preparing Form W-2.

14. Filing the Federal Unemployment (FUTA) Tax Return (Form 940 or 940-EZ)

The Federal Unemployment Tax Act (FUTA), together with state unemployment systems, provides for payments of unemployment compensation to workers who have lost their jobs. Most employers pay both a Federal and state unemployment tax. Only the employer pays this tax; it is not deducted from the employee's wages. Use **Form 940** or **940-EZ**, *Employer's Annual Federal Unemployment (FUTA) Tax Return*, to report Federal unemployment tax.

The IRS will mail a preaddressed Form 940 or 940-EZ to employers who filed returns the year before. If you do not receive Form 940 or 940-EZ, you can get one from the IRS.

By January 31, file Form 940 or 940-EZ and deposit or pay the balance of tax. If you deposit all FUTA tax when due, you may file Form 940 or 940-EZ by February 10.

You may be able to use Form 940-EZ if (1) you paid unemployment taxes ("contributions") to only one state, (2) you paid these taxes by the due date of Form 940 or 940-EZ, (3) you paid wages that are not subject to the state unemployment laws of a credit reduction state, and (4) all wages that were taxable for FUTA tax purposes were also taxable for your state's unemployment tax. Otherwise, use Form 940. For example, if you paid wages to corporate officers (these wages are subject to FUTA tax) in a state that exempts these wages from its unemployment taxes, you cannot use Form 940-EZ.

For 1993 and 1994, the FUTA tax is 6.2% of wages paid during the year. The tax applies to the first \$7,000 you pay each employee as wages during the calendar year. The \$7,000 amount is the Federal wage base. Your state wage base may be different. Generally, you can take a credit against your FUTA tax for amounts you paid into state unemployment funds. This credit cannot be more than 5.4% of taxable wages. The FUTA tax rate after the credit is .8%. (See Instructions for Form 940 for details.)

Successor Employer.—If you acquired a business from someone who was an employer liable for FUTA tax, you may count the wages that employer paid to the employees who continue to work for you when you figure the wage limit. If the prior owner was not subject to FUTA tax, you may be eligible for a credit based on the state unemployment contributions paid by that owner, under Code section 3302(e) and Regulations sec-

tion 31.3302(e)-(1). See Instructions for Form 940.

Magnetic Tape Filing of Form 940.—Reporting agents filing Forms 940 for groups of taxpayers may file them on magnetic tape. See **Pub. 1314**, *Magnetic Tape Reporting of Form 940, Employer's Federal Unemployment Tax Return*.

15. Advance Payment of the Earned Income Credit

An eligible employee (defined later) who has a qualifying child is entitled to receive earned income credit (EIC) payments with his or her pay during the year. To get these payments, the employee must give you a properly completed **Form W-5**, *Earned Income Credit Advance Payment Certificate*. You are required to make advance EIC payments to employees who give you a completed and signed Form W-5.

Beginning in 1994, certain employees who do not have a qualifying child may be able to claim the EIC on their tax return. However, they **cannot** get advance EIC payments.

Payment of the advance EIC is limited to 60% of the EIC an eligible employee would receive if he or she has only one qualifying child. For 1994, the advance payment can be as much as \$1,223. The tables that begin on page 54 reflect that limit.

Eligible Employee.—Only eligible employees can get advance EIC payments. The eligibility requirements for advance EIC are shown on Form W-5 and are summarized below:

1. The employee must have a qualifying child as defined on Form W-5.
2. The employee's expected 1994 earned income and adjusted gross income (including the spouse's income if the employee files a joint return) must each be less than \$23,755.
3. The employee expects to be eligible to claim the EIC for 1994. Employees can get **Pub. 553**, *Highlights of 1993 Tax Changes*, to see if they are eligible to claim the EIC for 1994. If they expect to file **Form 2555**, *Foreign Earned Income*, or **Form 2555-EZ**, *Foreign Earned Income Exclusion*, for 1994, they **cannot** claim the EIC.

Form W-5.—On Form W-5, an employee states that he or she expects to be eligible for the EIC and shows whether he or she has a certificate in effect with any other current employer. The employee also shows the following:

- Whether he or she has a qualifying child.
- Whether he or she is married.
- If the employee is married, whether his or her spouse has a certificate in effect with any employer.

An employee may have only one certificate in effect with a current employer at one time. If an employee is married and his or her spouse also works, each spouse should file a separate Form W-5.

Length of effective period.—Form W-5 remains in effect until the end of the calendar year unless the employee revokes the certificate or files another one. Eligible employees must file a new certificate each year.

Change of status.—If an employee gives you a signed Form W-5 and later becomes ineligible for advance EIC payments, he or she must revoke the certificate within 10 days after learning about the change of circumstances. The employee must give you a new Form W-5 stating that he or she is no longer eligible for or no longer wants advance EIC payments.

If the employee's situation changes because his or her spouse files a Form W-5, the employee must file a new Form W-5 showing that his or her spouse has a certificate in effect with an employer. This will reduce the maximum amount of advance payments you can make to that employee.

If the employee's spouse has filed a Form W-5 that is no longer in effect, the employee may file a new Form W-5 with you, but is not required to do so. A new form will certify that the spouse does not have a certificate in effect and will increase the maximum amount of advance payments you can make to that employee.

Invalid certificate.—The Form W-5 is invalid if it is incomplete, unsigned, or has an alteration or unauthorized addition. The form has been altered if any of the language has been deleted. Any writing added to the form other than the requested entries is an unauthorized addition.

You should consider a certificate invalid if an employee has made an oral or written statement that clearly shows the Form W-5 to be false. If you receive an invalid certificate from an employee, tell the employee that the certificate is invalid as of the date the employee made the oral or written statement. For advance EIC payment purposes, the invalid certificate is considered void.

The employer is not required to determine if a completed and signed Form W-5 is correct. However, you should contact the IRS district director if you have reason to believe the certificate has any incorrect statement.

How To Figure the Advance EIC Payment.—You must include advance EIC payments with wages you pay to eligible employees who give you a signed and completed Form W-5. Make the initial certificate effective for the first payroll period ending (or the first wage payment made without regard to a payroll period) on or after the date the employee gives you the form.

For purposes of the advance EIC payment, wages means amounts subject to income tax withholding. For employees who claim exemption from income tax withholding on Form W-4, wages means amounts that would have been subject to income tax withholding. For household employees, wages means amounts subject to social security and Medicare taxes.

To figure the amount of the advance EIC payment to include with the employee's pay, you must consider:

1. Wages, including reported tips, for the pay period.
2. Whether the employee is married or single.
3. Whether a married employee's spouse has a Form W-5 in effect with an employer.

Note: If during the year you have paid an employee total wages of at least \$23,755, you must stop making advance EIC payments to that employee for the rest of the year.

Figure the amount of advance EIC to include in the employee's pay by using the tables that begin on page 54. There are separate tables for employees whose spouses have a certificate in effect. If an employee shows on Form W-5 that his or her spouse has a Form W-5 in effect with an employer, use either the wage bracket or percentage method tables titled "MARRIED With Both Spouses Filing Certificate." Otherwise, use either the wage bracket or percentage method tables titled "SINGLE or MARRIED Without Spouse Filing Certificate." Be sure to use the correct table for your pay period (i.e., weekly, biweekly, monthly, daily, etc.). The amount of advance EIC paid to an employee during 1994 cannot exceed \$1,223.

Example 1: You pay Wanda Carter \$140 a week. She has given you a Form W-5 that shows she is married and her husband has given his employer a Form W-5. You have decided to use the wage bracket method to figure your advance EIC payments. You turn to the wage bracket tables for a weekly payroll period, and look at the table "MARRIED With Both Spouses Filing Certificate." According to this table, you will include an \$8 advance EIC payment with Wanda Carter's net pay for the week.

Paying the Advance EIC to Employees.—An advance EIC payment is not wages and is not subject to withholding of income, social security, or Medicare taxes. An advance EIC payment does not change the amount of income, social security, or Medicare taxes you withhold from the employee's wages. You add the EIC payment to the employee's net pay for the pay period. At the end of the year, you show the total advance EIC payments in the box for "Advance EIC payment" on the Form W-2. Do not include this amount in the "Wages..." box.

Employer's returns.—Show the total payments you made to employees on the advance EIC lines of your Form 941, 942, or 943, whichever applies. Subtract this amount from your total taxes (see the specific instructions for each form).

Generally, employers will make the advance EIC payment from withheld income tax and employee and employer social security and Medicare taxes. These taxes are normally required to be paid over to the IRS either through Federal tax deposits or with employment tax returns. For purposes of deposit due dates, advance EIC payments are considered deposited on the day you pay wages (including the advance EIC payment) to your employees. The advance EIC payment reduces, in this order, the amount of income tax withholding, withheld employee social security and Medicare taxes, and the employer's share of social security and Medicare taxes.

Example 2: You have 10 employees, each entitled to an advance EIC payment of \$10. The total advance payments you make for the payroll period is \$100. The total income tax withholding for the payroll period is \$90. The total employee and employer social se-

curity and Medicare taxes for the payroll period is \$122.60 (\$61.30 each).

You are considered to have made a deposit of \$100 advance EIC payment on the day you paid wages, and you subtract this amount from your employment taxes for the payroll period. The \$100 is treated as if you paid the IRS the \$90 total income tax withholding and \$10 of the employee social security and Medicare taxes. You remain liable only for \$112.60 of the social security and Medicare taxes (\$51.30 + \$61.30 = \$112.60).

Advance EIC Payments More Than Taxes Due.—If for any payroll period the total advance EIC payments are more than the total payroll taxes (withheld income tax and both employee and employer shares of social security and Medicare taxes), you may choose either of the following options:

Option 1.—Reduce each employee's advance payment by an amount figured by multiplying the employee's advance payment by a fraction. The numerator is the excess advance amount, and the denominator is the total advance EIC payments for the pay period. See **Example 3** below.

Option 2.—Elect to make full payment of the advance EIC and treat the excess as an advance payment of employment taxes. The excess payment is applied first to income tax withholding, next to employee social security and Medicare taxes, and then to employer social security and Medicare taxes due for the reporting period in which the excess amount was paid.

Example 3: You have 10 employees who are each entitled to an advance EIC payment of \$10. They are all student nurses whose wages are exempt from social security and Medicare taxes. The total amount of advance EIC payments for the payroll period is \$100; the total income tax withholding is \$90. The advance EIC amount is \$10 more than the total income tax withholding.

Under Option 1, reduce the advance payment to each employee by \$1.00, or $\frac{1}{10}$ of the excess payment, figured as follows:

$$\frac{\$10 \text{ (excess advance amount)}}{\$100 \text{ (total advance payments)}} = \frac{1}{10} \times \$10 = \$1.00$$

Under Option 2, you choose to pay each employee the full advance EIC amount (\$100 total) and treat the excess advance payments (\$10) as an advance payment of employment taxes. Show the full \$100 as advance EIC on your employment tax return for the reporting period in which you made the payment.

If you elect to make full payment, you must include with your employment tax return a statement of the amount of the excess advance EIC payments and the payroll period to which the excess applies. You may make separate elections for separate pay periods. If the amount of employment taxes you owe on the return remains less than the amount of excess payment, you may claim a refund of the difference or have the credit applied to your next return.

Penalty.—You must make advance EIC payments to employees who correctly fill out Form W-5. If you do not, you are subject to

a penalty equal to the amount of the advance EIC payments not made.

If you are in American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, or the Virgin Islands, consult your local tax office for information on the EIC. You cannot take advance EIC payments into account on Form 941-SS.

Required Notice to Employees

You must notify employees who have no income tax withheld that they may be able to claim a tax refund because of the EIC. Although you do not have to notify employees who claim exemption from withholding on **Form W-4**, Employee's Withholding Allowance Certificate, about the EIC, you are encouraged to notify any employees whose wages for 1993 were less than \$23,050 that they may be eligible to claim the credit for 1993. This is because eligible employees may get a refund of the amount of EIC that is more than the tax they owe. For example, an employee who had no tax withheld in 1993 and owes no tax, but is eligible for a \$330 EIC, can file a 1993 tax return to get a \$330 refund.

You can notify your employees by giving them one of the following:

1. The IRS Form W-2, which has the required statement about the EIC on the back of Copy C.
2. A substitute Form W-2, with the same statement on the back of the employee copy that is on Copy C of the IRS Form W-2.
3. **Notice 797**, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
4. Your written statement with the exact wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required statement about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but doesn't have the required statement, you must notify the employee within 1 week of the date the substitute Form W-2 was given. If Form W-2 is required but isn't given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 was required to be given. If Form W-2 is not required, you must notify the employee by February 7, 1994.

For more information about notification requirements, see **Pub. 1325**, Employers—Required Notice to Certain Employees of a Possible Federal Tax Refund Due to the Earned Income Credit (EIC).

Note: For 1994, you are encouraged to notify the following employees that they may be able to claim the EIC on their 1994 returns:

- Employees with one qualifying child and wages less than \$23,755.
- Employees with two or more qualifying children and wages less than \$25,296.
- Employees without children and wages less than \$9,000.

Employees may get **Pub. 553**, Highlights of 1993 Tax Changes, for more details.

Special Rules for Various Types of Services and Products

(Section references are to the Internal Revenue Code unless otherwise noted.)

Special classes of employment and special types of payments	Treatment under employment taxes		
	Income tax withholding	Social security and Medicare	Federal unemployment
Accident and health insurance premiums under a plan or system for employees and their dependents generally or for a class or classes of employees and their dependents.	Exempt (except 2% shareholder-employees of S corporations)	Exempt	Exempt
Agricultural labor	See Circular A	See Circular A	See Circular A
Aliens: (Aliens not qualifying as resident aliens under the statutory definition contained in section 7701(b) are defined as nonresident aliens. See Pub. 515 , <i>Withholding of Tax on Nonresident Aliens and Foreign Corporations</i> , and Pub. 519 , <i>U.S. Tax Guide for Aliens</i> , for more information.)			
a. Resident			
1. Service performed in U.S.	Same as U.S. citizen	Same as U.S. citizen; service as crew member of foreign vessel or aircraft exempt if any part is performed outside U.S.	Same as U.S. citizen
2. Service performed outside U.S.	Same as U.S. citizen	Taxable if (1) working for an American employer, or (2) an American employer by agreement covers U.S. citizens and residents employed by its foreign affiliates	Exempt unless on or in connection with an American vessel or aircraft and either performed under contract made in U.S., or alien is employed on such vessel or aircraft when it touches U.S. port
b. Nonresident working in U.S.			
1. Canadians and Mexicans entering U.S. frequently in transportation service across boundary, or in construction or operation of waterway, bridge, etc., at boundary.	Exempt under the conditions stated in the regulations	Exempt if railroad service	Exempt if railroad service
2. Other Canadians and Mexicans entering U.S. frequently to work.	Same as U.S. citizen	Same as U.S. citizen	Same as U.S. citizen
3. Workers from any foreign country or its possession lawfully admitted on a temporary basis to perform agricultural labor (H-2(A) visas only).	Exempt	Exempt	Exempt until 1995, but counted to see if either test in section 17 of Circular A is met
4. Student, scholar, trainee, teacher, etc., as nonimmigrant alien under section 101(a)(15)(F), (J), or (M) of Immigration and Nationality Act (i.e., aliens holding F-1, J-1, or M-1 visas).	Withhold unless excepted by regulations	Exempt if service is performed for purpose specified in section 101(a)(15) (F), (J), or (M) of Immigration and Nationality Act	
5. All other nonresidents working in U.S.	Withhold unless excepted by regulations	Same as U.S. citizen; service as crew member of foreign vessel or aircraft exempt if any part performed outside U.S. and employer is not "American employer"	Same as U.S. citizen
c. Nonresident working on American vessel or aircraft outside U.S.	Exempt	Taxable if under contract made in U.S., or worker is employed on vessel or aircraft when it touches U.S. port	
Cafeteria plans under section 125.	If the employee chooses cash, subject to all employment taxes. If the employee chooses another benefit, the treatment is the same as if the benefit were provided outside the plan.		
Deceased worker's wages paid to beneficiary or estate in same calendar year of worker's death.	Exempt	Taxable	Taxable
Deceased worker's wages paid to beneficiary or estate after the year of worker's death. See page 23 for details.	Exempt	Exempt	Exempt
Dependent care assistance programs (limited to \$5,000; \$2,500 if married filing separately).	Exempt to the extent it is reasonable to believe that amounts will be excludable from gross income under section 129		
Disabled worker's wages paid after year in which worker became entitled to disability insurance benefits under the Social Security Act.	Withhold	Exempt, if worker did not perform any service for employer during period for which payment is made	Taxable

Special classes of employment and special types of payments	Treatment under employment taxes		
	Income tax withholding	Social security and Medicare	Federal unemployment
Dismissal or severance pay.	Withhold	Taxable	Taxable
Domestic service in college clubs, fraternities, and sororities.	Exempt (Withhold if both employer and employee voluntarily agree)	Exempt if paid to regular student; also if employee is paid less than \$100 in a year by an income tax-exempt employer	Taxable if employer paid cash wages of \$1,000 or more in any calendar quarter in the current or preceding year
Educational assistance programs.	Exempt to the extent it is reasonable to believe the amounts will be excludable from gross income under section 127.		
Employee achievement awards.	Exempt to the extent it is reasonable to believe the amounts will be excludable from gross income under section 74(c)		
Employee Business Expense Reimbursement:			
a. Accountable Plan.			
1. Amounts not exceeding specified government rate for per diem or standard mileage.	Exempt	Exempt	Exempt
2. Amounts in excess of specified government rate for per diem or standard mileage.	Withhold	Taxable	Taxable
(See pages 4 & 22 for details.)			
b. Nonaccountable Plan.	Withhold	Taxable	Taxable
Family employees:			
a. Son or daughter employed by parent (or by partnership consisting only of parents).	Withhold	Exempt until age 18	Exempt until age 21
b. Son or daughter employed by parent-owned S corporation.	Withhold	Taxable	Taxable
c. Son or daughter employed by parent for domestic work.	Exempt (Withhold if both employer and employee voluntarily agree)	Exempt until age 21	Exempt until age 21
d. Parent employed by a son or daughter.	Withhold	Taxable if in course of the son's or daughter's business. For household work in private home of son or daughter, see Section 13, page 12.	Exempt
e. Spouse employed by spouse.	Withhold	Taxable if in course of spouse's business	Exempt
Federal employees:			
a. Members of uniformed services; Young Adult Conservation Corps, Job Corps, or National Volunteer Antipoverty Program; Peace Corps volunteers.	Withhold	Taxable	Exempt
b. All others.	Withhold	Taxable if employee is covered by FERS or has a break in service of more than 1 year (unless the break in service was for employment with an international organization or for temporary military or reserve duty). Others generally subject to Medicare tax	Exempt unless worker is a seaman performing services on or in connection with American vessel owned by or chartered to the United States and operated by general agent of Secretary of Commerce
Fishing and related activities, employment in connection with:			
a. Salmon or halibut.	Withhold unless c. applies	Taxable unless c. applies	Taxable unless c. applies
b. Other fish, sponges, etc.	Withhold unless c. applies	Taxable unless c. applies	Exempt unless on vessel of more than 10 net tons (and c. does not apply)
c. An arrangement with the owner or operator of a boat by which the individual is not paid cash remuneration but receives a share of the boat's catch (or proceeds from the sale of the catch), the share depending on the boat's catch, and the operating crew of the boat is normally fewer than 10 individuals.*	Exempt	Exempt	Exempt
Foreign governments and international organizations.	Exempt	Exempt	Exempt

*Income derived by Indians exercising fishing rights is generally exempt from employment taxes.

Special classes of employment and special types of payments	Treatment under employment taxes		
	Income tax withholding	Social security and Medicare	Federal unemployment
Foreign service by U.S. citizens: a. As U.S. Government employee. b. For foreign affiliates of American employers and other private employers.	Withhold Exempt if at time of payment (1) it is reasonable to believe employee is entitled to exclusion from income under section 911, or (2) the employer is required by law of the foreign country to withhold income tax on such payment	Same as within U.S. Exempt unless (1) an American employer by agreement covers U.S. citizens employed by its foreign affiliates, or (2) U.S. citizen works for American employer	Exempt (See also Federal employees on page 16.) Exempt unless (1) on American vessel or aircraft and work is performed under contract made in U.S., or worker is employed on vessel when it touches U.S. port, or (2) U.S. citizen works for American employer (except in a contiguous country with which the U.S. has an agreement for unemployment compensation) or in the Virgin Islands
Fringe benefits. (See pages 5 and 6.)	Subject to withholding and employment taxes on excess of fair market value of the benefit over the sum of any amount paid for it by the employee and any amount excludable by law. However, optional special valuation rules may apply.*		
Group-term life insurance costs.	Exempt	Generally, only the cost of group-term life insurance that is includible in gross income is taxable (Special rules apply for former employees.)	Exempt
Homeworkers (industrial): a. Common law employees. b. Statutory employees. (See page 4.)	Withhold Exempt	Taxable Taxable if paid \$100 or more in cash in a year.	Taxable Exempt
Household workers (domestic service in private homes; farmers, see Circular A). (Also see Domestic service in college clubs above.)	Exempt (Withhold if both employer and employee voluntarily agree)	Taxable if paid \$50 or more in cash in quarter	Taxable if employer paid cash wages of \$1,000 or more in any calendar quarter in the current or preceding year
Insurance agents or solicitors: a. Full-time life insurance salesperson. b. Other salesperson of life, casualty, etc., insurance.	Withhold only if employee under common law Withhold only if employee under common law	Generally taxable, regardless of common law Taxable only if employee under common law	Exempt if not common law employee or if paid solely by commissions Exempt if not common law employee or if paid solely by commissions
Interns working in hospitals.	Withhold	Taxable	Exempt
Leave-sharing plans: Amounts paid to an employee pursuant to a leave-sharing plan. (See Rev. Rul. 90-29, 1990-1 C.B. 11.)	Withhold	Taxable	Taxable
Loans with below-market interest rates (for foregone interest and deemed original issue discount). (See section 7872 and related regulations for details.)	Exempt (but deemed payments of compensation-related loans must be shown on Form W-2)	Exempt, unless loans are compensation-related	Exempt, unless loans are compensation-related
Meals and lodging including those furnished at a bargain charge to the employee. (For household employees, agricultural labor, and service not in the course of the employer's trade or business, see Noncash payments on page 18.)	(a) Meals—subject to withholding and taxable unless furnished for employer's convenience and on the employer's premises. For information on the de minimis fringe exclusion, see section 132(e)(2) (b) Lodging—subject to withholding and taxable unless furnished on employer's premises, for the employer's convenience, and as condition of employment		
Ministers of churches performing duties as such. (Note: <i>Ministers are subject to self-employment tax unless Form 4361 has been filed and approved. See Pub. 517.</i>)	Exempt (Withhold if both employer and employee voluntarily agree)	Exempt	Exempt
Members of religious orders who have taken a vow of poverty and who are instructed by the order to perform services: a. For the order, agency of the supervising church, or associated institution.	Exempt	Exempt, unless the religious order or autonomous subdivision thereof irrevocably elects coverage for entire active membership	Exempt

* **Note:** Benefits provided under cafeteria plans may qualify for exclusion from wages for social security, Medicare, and Federal unemployment taxes. Employer-provided outplacement services may also qualify for exclusion. See Rev. Rul. 92-69, 1992-2 C.B., 51.

Special classes of employment and special types of payments	Treatment under employment taxes		
	Income tax withholding	Social security and Medicare	Federal unemployment
Members of religious orders who have taken a vow of poverty, etc. <i>(continued)</i> b. For any organization other than those described in a. above. (See Rev. Rul. 76-323, 1976-2 C.B. 18, as clarified by Rev. Rul. 77-290, 1977-2 C.B. 26, and amplified by Rev. Rul. 80-332, 1980-2 C.B. 35.)	Withhold	Taxable	Taxable
Members of religious orders who have not taken a vow of poverty and who are instructed by the order to perform services: a. For the order, agency of the supervising church, or associated institution. b. For any organization other than those described in a. above. (See Rev. Ruls. 76-323, 77-290, and 80-332.)	Exempt Withhold	Exempt Taxable	Exempt Taxable
Moving Expense Reimbursement: a. Expenses incurred before 1994. (See page 22.) b. Expenses incurred after 1993. 1. Qualified Expenses. 2. Non-qualified expenses.	Exempt, if you reasonably believe expenses are deductible by the employee; otherwise subject to withholding and employment taxes. Exempt, unless you have knowledge that the employee deducted the expenses in a prior year.		
Newspaper carrier under age 18.	Exempt (Withhold if both employer and employee voluntarily agree)	Exempt	Exempt
Newspaper and magazine vendors buying at fixed prices and retaining excess from sales to customers.	Exempt (Withhold if both employer and employee voluntarily agree)	Exempt	Exempt
Noncash payments: a. For household work, agricultural labor, and service not in the course of the employer's trade or business. b. To certain retail commission salespersons ordinarily paid solely on a cash commission basis.	Exempt (Withhold if both employer and employee voluntarily agree) Optional with employer	Exempt Taxable	Exempt Taxable
Nonprofit organizations: a. Religious, educational, charitable, etc., organizations described in section 501(c)(3) exempt from income tax under section 501(a). b. Corporations organized under Act of Congress described in section 501(c)(1). c. Other organizations exempt under section 501(a) (other than a pension, profit-sharing, or stock bonus plan described in section 401(a) or under section 521.	Withhold Withhold Withhold	Taxable if paid \$100 or more in a year. (See Form 8274 , Certification by Churches and Qualified Church-Controlled Organizations Electing Exemption From Employer Social Security and Medicare Taxes, to elect exemption for certain churches and church-controlled organizations) Taxable if employee is paid \$100 or more in a year unless services excepted by section 3121(b)(5) or (6) Taxable if employee is paid \$100 or more in a year	Exempt Taxable if employee earns \$50 or more in a quarter unless services excepted by section 3306(c)(6) Taxable if employee earns \$50 or more in a quarter
Patients employed by hospitals.	Withhold	Taxable (Exempt for state or local government hospitals)	Exempt
Railroads, etc.—Payments subject to Railroad Retirement Tax Act and Railroad Unemployment Insurance Act.	Withhold	Exempt	Exempt
Retirement and pension plans: a. Employer contributions to a qualified plan. b. Elective contributions and deferrals to a plan containing a qualified cash or deferred compensation arrangement (e.g., 401(k)).	Exempt Generally exempt, but see section 402(g) for limitation	Exempt Taxable	Exempt Taxable

Special classes of employment and special types of payments	Treatment under employment taxes		
	Income tax withholding	Social security and Medicare	Federal unemployment
Retirement and pension plans: (continued)			
c. Employer contributions to certain nonqualified deferred compensation arrangements.	Withhold*	Taxable**	Taxable**
d. Employer contributions to individual retirement accounts under a simplified employee pension plan (SEP).	Generally, exempt but see section 402(g) for salary reduction SEP limitation	Exempt, except for amounts contributed under a salary reduction SEP agreement	Exempt, except for amounts contributed under a salary reduction SEP agreement
e. Employer contributions to section 403(b) annuity contracts.	Generally exempt, but see section 402(g) for limitation	Taxable if paid through a salary reduction agreement (written or otherwise)	Taxable if paid through a salary reduction agreement (written or otherwise)
f. Distributions from qualified retirement and pension plans and section 403(b) annuities***	Withhold, but recipient may elect exemption on Form W-4P in certain cases; 20% withholding applies to an eligible rollover distribution that is not a direct rollover; exempt for direct rollover	Exempt	Exempt
Salespersons:			
a. Common law employees.	Withhold	Taxable	Taxable
b. Statutory employees (see page 4).	Exempt	Taxable	Taxable
c. Qualified real estate agents and direct sellers.	Exempt. Treated as if self-employed individuals if substantially all payments directly related to sales or other output and services performed as nonemployee specified in written contract. Direct sellers must be in the business of selling consumer products other than in a permanent retail place of business.		
Scholarships and fellowship grants (includible in income under section 117(c)).	Withhold	Taxability depends on the nature of the employment and the status of the organization. See Students below.	
Severance pay.	Withhold	Taxable	Taxable
Service not in the course of the employer's trade or business, other than on a farm operated for profit or for household employment in private homes.	Withhold only if employee earns \$50 or more in cash in a quarter and works on 24 or more different days in that quarter or in the preceding quarter	Taxable if employee receives \$100 or more in cash in a year	Taxable only if employee earns \$50 or more in cash in a quarter and works on 24 or more different days in that quarter or in the preceding quarter
Sickness or injury payments under:			
a. Workmen's compensation law.	Exempt	Exempt	Exempt
b. Certain employer plans.	Withhold. See page 6.	Exempt after end of 6 calendar months after calendar month employee last worked for employer	
c. No employer plan.	Withhold. See page 6.		
State governments and political subdivisions, employees of:			
a. Fees of public officials.	Exempt	Taxable if certain transportation services or if covered by a section 218 (Social Security Act) agreement	Exempt
b. Salaries and wages.	Withhold	Taxable (for Medicare tax only) for employees, not otherwise covered by a section 218 agreement, hired after 3/31/86 Taxable for services performed by employees who are not members of retirement systems of employers. See section 3121(b)(7)(F)	Exempt
Students:			
a. Student working for private school, college, or university, if enrolled and regularly attending classes.	Withhold	Exempt	Exempt
b. Student performing services for auxiliary nonprofit organization described in section 509(a)(3) which is organized and operated exclusively for the benefit of, and supervised or controlled by, a school, college, or university at which the student is enrolled and regularly attending classes.	Withhold	Exempt unless the school, college, or university is an institution of a state or political subdivision thereof and services performed in its employ by a student are covered under an agreement between the state and Secretary of Health and Human Services.	Exempt

* Withhold, for funded plans, when employee's rights to amounts are not subject to substantial risk of forfeiture or are transferable free of such risk. Withhold, for unfunded plans, generally when payments are received, either constructively or actually.

** Taxable when services are performed or when there is no substantial risk of forfeiture of the rights to these amounts, whichever is later.

*** A special effective date may apply to section 403(b) annuities.

Special classes of employment and special types of payments	Treatment under employment taxes		
	Income tax withholding	Social security and Medicare	Federal unemployment
Students: (continued)			
c. Student working for public school, college, or university, if enrolled and regularly attending classes, and student nurse working for public hospital.	Withhold	Taxable only if covered by a section 218 agreement. Otherwise, the wages are not taxable.	Exempt
d. Spouse of student, if that spouse is advised at the time service begins that (1) the employment is provided under a program to provide financial assistance to the student by the school, college, or university, and (2) the employment will not be covered by any program of unemployment insurance.	Withhold	See Nonprofit organizations and State governments and political subdivisions, employees of , above.	Exempt
e. Student enrolled in a full-time program at a nonprofit or public educational institution. Institution must normally maintain a regular faculty and curriculum and normally have a regularly organized body of students where its educational activities are carried on. Student's service must be taken for credit at the institution. It must combine academic instruction with work experience. It must be an integral part of the program, and the institution must have so certified to the employer.	Withhold	Taxable	Exempt unless program was established for or on behalf of an employer or group of employers
f. Student nurse performing services for hospital as incidental part of student nurse's training, where employment is substantially less than full-time, and total earnings are nominal.	Withhold	Exempt	Exempt
g. Students employed by organized camps.	Withhold	Taxable	Exempt (section 3306(c)(20))
Supplemental unemployment compensation plan benefits.	Withhold	Exempt	Exempt
Tips, if \$20 or more in a month.	Withhold	Taxable	Taxable, for all tips reported in writing to employer
Tips, if less than \$20 in a month.	Exempt	Exempt	Exempt
Wage limit:			
a. Maximum of taxable wages paid each employee by same employer in same calendar year.	Unlimited	Maximum social security wage base is \$57,600 for 1993 and \$60,600 for 1994; maximum Medicare wage base is \$135,000 for 1993. The Medicare wage base limit has been eliminated for 1994. All 1994 wages are subject to Medicare tax. (Limit for new owner of business is reduced by predecessor's wage payments in certain cases.)	\$7,000
b. Individuals concurrently employed by two or more related corporations and paid through a common paymaster that is one of the corporations. See Regulations sections 31.3121(s)-1 and 31.3306(p)-1 for details.	Withhold	The related corporations are considered to be a single employer for purposes of paying wages subject to social security, Medicare, and FUTA taxes. (Limit for new owner of business is reduced by predecessor's wage payments in certain cases.)	
Workmen's compensation.	Exempt	Exempt	Exempt

Chapter II. Nonpayroll Income Tax Withholding

For payments made after December 31, 1993, income tax withheld on nonpayroll items can no longer be reported on Form 941. Nonpayroll items include the following:

- Pensions, Annuities, and IRAs
- Military Retirement
- Gambling Winnings
- Backup Withholding

This nonpayroll withholding must be reported on the new **Form 945**, Annual Return of Withheld Federal Income Tax. Form 945 is an annual tax return and the return for 1994 will be due January 31, 1995. Separate deposits are required for payroll and nonpayroll (Form 945) withholding beginning January 1, 1994 (see section 3 below).

All income tax withholding reported on Forms 1099 or W-2G must be reported on Form 945. For details on reporting withholding on Forms 1099 or W-2G, see the **Instructions for Forms 1099, 1098, 5498, and W-2G**.

1. Backup Withholding

Payers must generally withhold 31% of taxable interest, dividends, and certain other payments if payees fail to furnish payers with their correct taxpayer identification numbers. There are other circumstances when the payer is also required to withhold. This withholding is referred to as backup withholding. Please see **Form W-9**, Request for Taxpayer Identification Number and Certification, and the Instructions for Forms 1099, 1098, 5498, and W-2G for details. Backup withholding does not apply to wages, pensions, or annuities.

2. Income Tax Withholding From Pensions and Annuities

Generally, payers or plan administrators must withhold Federal income tax at specified rates on certain periodic, nonperiodic, and eligible rollover distributions (that are not direct rollovers) from pension, annuity, deferred income, and IRA payments. Recipients may also choose to have additional amounts withheld from periodic payments and nonperiodic distributions, or may choose exemption from withholding (however, see **Periodic Payments and Nonperiodic Distributions Delivered Outside the United States** below). They do this by submitting to the payer or administrator a **Form W-4P**, Withholding Certificate for Pension or Annuity Payments. Payers and administrators may substitute their own forms for this purpose. (See Regulations section 31.3402(f)(5)-1.)

Note: *Income tax withholding on military retirement pay must be reported on Form 945 and reported to the retirees on Form 1099-R. However, military retirees should give you a Form W-4 to request income tax withholding, not Form W-4P.*

Withholding on Periodic Payments.—Generally, periodic payments are those payable for more than 1 year that are not eligible rollover distributions. Periodic payments in-

clude substantially equal payments made at least once a year over the life of the employee and/or beneficiaries or for 10 years or more. For withholding purposes, these payments are treated as if they are wages. You can figure withholding by using the income tax withholding tables and methods in this booklet or in Pub. 493.

Recipients of periodic payments can submit to you a Form W-4P to specify the number of withholding allowances and any additional amount they want withheld. They may also claim an exemption from withholding on Form W-4P or revoke a previously claimed exemption. If they do not submit a Form W-4P, you must figure withholding by treating a recipient as married with three withholding allowances. See Form W-4P.

Withholding on Nonperiodic Payments.—Withhold 10% of a nonperiodic payment that is not an eligible rollover distribution. The recipient may request additional withholding on Form W-4P or claim exemption from withholding.

Periodic Payments and Nonperiodic Distributions Delivered Outside the United States.—The election to be exempt from income tax withholding does not apply to any periodic payment or nonperiodic distribution that is delivered outside the United States or its possessions to a U.S. citizen or resident alien. See Form W-4P for more information. Others can elect exemption from withholding only if they certify to the payer that they are not (1) a U.S. citizen or resident alien or (2) an individual to whom Internal Revenue Code section 877 applies (concerning expatriation to avoid tax). The certification must be made in a statement to the payer under penalties of perjury.

Nonresident aliens who choose such exemption will be subject to withholding under Code section 1441. See Pub. 515.

Withholding on an Eligible Rollover Distribution.—Withhold 20% of an eligible rollover distribution unless the recipient elected to have the distribution paid in a direct rollover to an eligible retirement plan, including an IRA. An eligible rollover distribution is the taxable part of any distribution from a qualified plan or tax-sheltered annuity (but not an IRA) except (1) one of a series of substantially equal periodic payments (at least annually) made for the life or life expectancy of the employee and the employee's beneficiary or for a specified period of 10 years or more and (2) any part of a distribution that is a minimum distribution required by Code section 401(a)(9). Other exceptions may apply.

A recipient of an eligible rollover distribution cannot claim exemption from the 20% withholding. It is not necessary to claim exemption from withholding on a direct transfer to an IRA or other pension plan since withholding is not required in this situation. Therefore, do not provide the recipient Form W-4P for eligible rollover distributions.

You are not required to withhold 20% of an eligible rollover distribution that, when aggregated with other eligible rollover distributions made to one person during the year, is less than \$200.

Notice to Recipient.—You must provide a written explanation to the recipient within a

reasonable period of time before making an eligible rollover distribution. You must explain the rollover rules, the special tax treatment for lump-sum distributions, the direct rollover option, and the mandatory 20% withholding rule. Notice 92-48, 1992-2 C.B. 377, contains a model notice you can use to satisfy this requirement.

Similar rules apply to distributions from tax-sheltered annuities. The IRS has issued temporary regulations on these requirements under sections 401(a)(31), 402, 403(b), and 3405 (Treasury Decision 8443, 1992-2 C.B. 80).

3. Depositing and Reporting Nonpayroll Income Tax Withholding

Separate deposits are required for nonpayroll (Form 945) income tax withholding on payments made after December 31, 1993. Combine the withholding for all items reported on Form 945 and make separate deposits for these liabilities. Be sure to mark the "Form 945" checkbox on the Federal Tax Deposit coupon (Form 8109). **Do not** combine the Form 945 deposits with deposits for payroll taxes.

Although payroll and nonpayroll tax liabilities must be reported and deposited separately, the rules on how and when to deposit are basically the same. See Chapter I, section 11, for a detailed discussion of the deposit rules.

Because 1994 is the first year for Form 945, there are no prior year returns for purposes of the lookback rule for determining the deposit schedule (monthly or semiweekly). Therefore, there is a special Form 945 lookback rule for 1994 and 1995. After 1995, the lookback period is the second calendar year preceding the current calendar year. For example, the Form 945 lookback period for calendar year 1996 is calendar year 1994.

Special Deposit Schedule Rule for 1994 and 1995

Determine your 1994 deposit schedule for Form 945 as follows, *and use the same deposit schedule for 1995*. (Your 1995 deposit schedule for Form 941 will be based on the rules discussed in section 11 and may be different from the 1995 Form 945 schedule.)

For 1994, your Form 945 deposit schedule (monthly or semiweekly) will be the same as for Form 941. For both forms, your total liability for the 1994 lookback period (ending June 30, 1993) includes all Form 941 liabilities reported (payroll **and** nonpayroll liabilities). **Do not** separate payroll and nonpayroll liabilities for purposes of determining your lookback period liability for 1994.

The IRS sent you notification of your deposit schedule for 1994 during November 1993. Follow this schedule even if you have been reporting only nonpayroll liabilities on Form 941 or 941E and will not be filing a Form 941 for 1994. See the detailed discussion of the deposit rules in Chapter I, section 11.

Example: Employer A's Form 941 tax liabilities were as follows:

	Payroll Liabilities	Nonpayroll Liabilities	Total Liabilities
3rd Quarter 1992	\$10,000	\$3,000	\$13,000 *
4th Quarter 1992	\$10,000	\$3,000	\$13,000 *
1st Quarter 1993	\$10,000	\$3,000	\$13,000 *
2nd Quarter 1993	\$10,000	\$3,000	\$13,000 *
			\$52,000
3rd Quarter 1993	\$10,000	\$3,000	\$13,000 *
4th Quarter 1993	\$10,000	\$3,000	\$13,000 *
1st Quarter 1994	\$10,000 *	\$3,000 **	
2nd Quarter 1994	\$10,000 *	\$3,000 **	

* Reported on Form 941.

** Reported on Form 945.

For 1994, Employer A will have a semiweekly deposit schedule for both Forms 941 and 945 because the total tax liability for the Form 941 lookback period is over \$50,000. For 1995, the deposit schedule for Form 945 will be semiweekly (*same as 1994*). However, the 1995 deposit schedule for Form 941 will be monthly since the total Form 941 lookback period liability (\$13,000 + \$13,000 + \$10,000 + \$10,000 = \$46,000) is less than \$50,000.

Chapter III. Information Returns

You may have to file information returns to report certain types of payments made during the year. For example, you must file **Form 1099-MISC**, Miscellaneous Income, to report payments of \$600 or more to persons not treated as employees (e.g., independent contractors) for services performed for your trade or business. You can use the chart on pages 25 and 26 as a quick reference guide to 1993 information returns. For details about filing Forms 1099 and for information about required magnetic media filing, see the Instructions for Forms 1099, 1098, 5498, and W-2G. Do not use Forms 1099 to report wages and other compensation you paid to employees; report these on Form W-2. See the separate **Instructions for Form W-2** for details. "Other compensation" to be reported on Form W-2 is described in section 2 below and in Chapter I, section 5.

1. Filing Forms W-2, 1099-R, and Other Information Returns

Forms W-2 and 1099-R.—By the last day of February, send to the SSA Copy A of all Forms W-2 issued for the previous year. File Form W-3 with the copies you send. The address is listed in the Form W-3 instructions.

By February 28, send Copy A of all Forms 1099-R with Form 1096 to the Internal Revenue Service Center for your locality.

If you file a final return on Form 941 before the end of the year, send the SSA all Copies A of the Forms W-2 issued for the year with Form W-3. Do this when you send the IRS your final return. However, you may file these forms by the last day of February of the following year.

If your payroll includes several separate establishments, you may group the copies for each establishment and send each group with a separate Form W-3, or you may use a single Form W-3.

If you have a very large number of forms, you may use several packages. Be sure to put your name on each package. Number the packages in order. Write the number of packages below the title on Form W-3 and put it in the first package. Use First-Class Mail to send the forms to the SSA.

Keep for 4 years any payee copies of Forms W-2 that you have tried to deliver without success. You must make a reasonable effort to deliver these statements. An example would be mailing the statement to the recipient's last known address.

Form 1099-MISC.—When preparing Form 1099-MISC for **sole proprietors**, show the individual's name on the first name line; on the second name line, you may enter the business name. You may **not** enter only the business name. For the Taxpayer Identification Number (TIN), enter either the individual's SSN or the EIN of the business (sole proprietorship).

Information Reporting Call Site.—The IRS operates a centralized call site to answer questions about reporting on Forms W-2, W-3, 1099, and other information returns. If you have questions related to reporting on information returns, you may call (304) 263-8700 (not a toll-free number).

Filing on Magnetic Media.—In general, if you are required to file 250 or more information returns (Forms W-2, 1042-S, 1099, 1098, 5498, or W-2G), you must use magnetic media to file. This requirement applies separately to each type of information return. If you file on magnetic media, do not file the same returns on paper. The due dates for filing on magnetic media are the same as for paper documents.

If filing on magnetic media would be an undue hardship, you can apply for a waiver from this requirement, for 1 year at a time, by filing **Form 8508**, Request for Waiver From Filing Information Returns on Magnetic Media. Generally, apply for this waiver at least 45 days before the due date of the returns. For more information on obtaining a waiver, see Form 8508.

If you are filing 1099, 1098, 5498, or W-2G data on magnetic media for the first time, you must obtain IRS approval of the data format you plan to use. Form W-2 filers should see SSA's TIB-4 publication.

For additional information on filing information returns on magnetic media, you may write to the addresses below. Filers with access to a personal computer and modem may also obtain information on magnetic media filing from the electronic Bulletin Board System (BBS) through either the SSA-BBS or the IRP-BBS (IRS). By using your computer and modem, you can access the SSA-BBS by dialing 410-965-1133 or the IRP-BBS by dialing 304-263-2749. (These lines are not toll free or for voice use.)

Magnetic Media Addresses

For Form W-2—
Social Security Administration
Attn: Resubmittal Group
3-E-10 NB, Metro West Building
P.O. Box 2317
Baltimore, MD 21235

Note: You may also get this information from the Magnetic Media Coordinator for your area.

For Forms 1042-S, 1099, 1098, 5498, or W-2G—

Internal Revenue Service
Martinsburg Computing Center
P.O. Box 1359
Martinsburg, WV 25401-1359
(or phone 304-263-8700)

2. Reporting to Employees on Form W-2

Form W-2.—Give a Form W-2 to each employee you pay for services. Pay includes cash and the cash value of anything else used to pay an employee for services. Furnish a Form W-2 to each recipient of supplemental unemployment compensation benefits or third-party sick pay.

What To Include on the 1993 Form W-2 (also see the 1993 Instructions for Form W-2).—Use Form W-2 to report all wages, tips, and other compensation you pay an employee. Other compensation means amounts includible in gross income but not subject to income tax withholding. It applies to both cash and noncash payments. Add the cash value of other compensation to the wages paid and tips reported. Show the total (excluding elective and nonelective deferrals, except those under section 501(c)(18)(D)) in box 1 on Form W-2. If you have a payroll system that makes it difficult to combine other compensation with wages and tips, you may file two Forms W-2. One can show wages and tips; the other can show the other compensation. Also include items such as:

1. Reimbursements you made to an employee for moving expenses that he or she cannot deduct and from which you withheld income tax. Report these reimbursements as wages.

When you reimburse or pay your employee's moving expenses (whether to your employee, to a third party for your employee, or by providing services in-kind to the employee), give the employee a completed **Form 4782**, Employee Moving Expense Information. Do this for each such move. (**Note:** There are different rules for services in-kind given to military personnel. See **Pub. 521**, *Moving Expenses*.)

2. Certain reimbursements for employee business expenses. Generally, payments made under an accountable plan are **excluded** from the employee's gross income and are not reported on Form W-2. However, if your employees receive per diem or mileage allowance payments in excess of the standard mileage rate, or the per diem or high-low substantiation methods (i.e., government specified rates), you must include as income any amount in excess of the government specified rates. The excess

amounts are subject to income tax withholding, social security, Medicare, and Federal unemployment taxes. Use code "L" in box 13 to report the amount that is equal to the government specified rates.

Payments made under a nonaccountable plan are reportable as wages on Form W-2 and are subject to income tax withholding, social security, Medicare, and Federal unemployment taxes.

For more information on accountable plans, nonaccountable plans, the standard mileage rate, the per diem substantiation method, and the high-low substantiation method, see Regulations section 1.62-2; Rev. Procs. 91-67, 1991-2 C.B. 887, and 92-17, 1992-1 C.B. 679; **Pub. 463**, Travel, Entertainment, and Gift Expenses; and **Pub. 1542**, Per Diem Rates.

3. The cost of group-term life insurance in excess of \$50,000 that you buy for an employee (including a former employee). Show only the amount that is includible in the employee's gross income. The amount of group-term life insurance costs includible as income is also subject to social security and Medicare taxes. (See **Pub. 525**, Taxable and Nontaxable Income, for details.)

Note: A former employee must pay the employee part of social security and Medicare taxes on premiums for group-term life insurance over \$50,000 on Form 1040. You are not required to collect those taxes. However, you must report the uncollected taxes on Form W-2. See codes C, M, and N under box 13 in the 1993 Instructions for Form W-2.

4. The value of noncash prizes or awards to retail commission salespersons. Show the value of noncash prizes or awards from which you do not withhold income tax. This applies only to employees you ordinarily pay on a cash commission basis.

5. Employer contributions to a section 403(b) annuity contract that are more than the limitation for the tax year. See **Pub. 571**, Tax-Sheltered Annuity Programs for Employees of Public Schools and Certain Tax-Exempt Organizations.

6. Amounts paid to or on behalf of an employee for educational assistance that is not job related. Generally, amounts paid for educational assistance that is job related are not included as income. However, see **Pub. 508**, Educational Expenses, for more information.

Deceased Worker's Wages.—Payments to an estate or beneficiary for wages or other compensation of a deceased employee must be reported on Form 1099-MISC. Enter the name and taxpayer identification number (SSN or EIN) of the recipient on Form 1099-MISC. However, a deceased employee's wages paid to a beneficiary or estate in the year of death are subject to social security and Medicare taxes. Therefore, two information returns may be required for wages paid during the year of death; Forms 1099-MISC and W-2. For information on how to report, see the Instructions for Form W-2 and Rev. Rul. 86-109, 1986-2 C.B. 196.

Dependent Care Benefits.—Report the total amount paid (or incurred) to your employee (or to a third party for your employee) for dependent care benefits under Code sec-

tion 129 in box 10 of Form W-2. Include the fair market value of employer-provided or employer-sponsored day care facilities and amounts paid or incurred in a section 125 plan. Employers who provide dependent care services or pay a dependent care provider should assist employees in obtaining a completed **Form W-10**, Dependent Care Provider's Identification and Certification. For more information on the amount to report, see Notice 89-111, 1989-2 C.B. 449.

Employees Covered by a Pension Plan.—If an employee was an active participant (for any part of the year) in a retirement plan you maintained (including a simplified employee pension (SEP) plan) or if your employee participates in a collectively bargained plan (i.e., union pension plan), check the "Pension plan" box in box 15 of Form W-2. See the Instructions for Form W-2 for details.

Repayments.—If employees or recipients of pensions and annuities make repayments to you for amounts received in error, do not offset the repayments against current-year payments unless the repayments are for amounts received in error in the current year. Repayments made in the current year, but related to a prior year or years, require special tax treatment by employees or recipients in some cases. You may advise these individuals of the total repayments made during the current year and the amount (if any) related to prior years. This information will help them account for such repayments on their Federal income tax returns.

Uncollected Tax on Tips.—If enough funds were not available during the year to collect the employee social security and Medicare taxes on tips, enter the uncollected amounts in box 13 of Form W-2 with codes A and B.

Allocated Tips.—Large food or beverage employers with employees who receive tips and who report less than 8% of adjusted gross receipts as tips must show the allocated tips in box 8 on Form W-2. See the separate Instructions for Form 8027.

Advance Payment of the EIC.—If during the year you made advance earned income credit (EIC) payments to an employee, enter the amount in box 9 on Form W-2. See Chapter I, section 15, for details.

Fringe Benefits.—Include all taxable fringe benefits in box 1 of the employee's Form W-2, as wages, tips, and other compensation and, if applicable, in boxes 3 and 5 as social security and Medicare wages. Show the total value of the fringe benefits in box 12 on Form W-2 (or you may issue a separate Form W-2 showing just the value of the fringe benefits in boxes 1, 3, and 5 and a note in box 12). The amounts reported in boxes 13 and/or 10 of the Form W-2 should not be included in the amount reported in box 12. If you gave the employee a vehicle and included 100% of the value of the use in the employee's income, you must separately report this value to the employee in box 12 or on a separate statement. The employee can then figure the value of any business use of the vehicle and report it on **Form 2106**, Employee Business Expenses.

Note: If you used the commuting rule or the vehicle cents-per-mile rule to value the personal use of the vehicle, you cannot include

100% of the value of the use of the vehicle in the employee's income. See **Pub. 535**.

Scholarships and Fellowship Grants.—Only give a Form W-2 to each recipient of a scholarship or fellowship grant if you are reporting amounts includible in income under Code section 117(c) (relating to payments for teaching, research, or other services required as a condition for receiving the qualified scholarship). (See **Pub. 937**, Employment Taxes and Information Returns, for further information.) Such amounts are subject to income tax withholding. However, their taxability for social security, Medicare, and FUTA taxes depends on the nature of the employment and the status of the organization (see **Students** on pages 19 and 20).

Golden Parachute Payments.—Include the amount of the payments in boxes 1, 3, and 5 of Form W-2. Withhold income, social security, and Medicare taxes as usual and report them in boxes 2, 4, and 6, respectively, of Form W-2. Excess payments are also subject to a 20% excise tax. If the excess payments are considered wages, withhold the 20% excise tax and include it in box 2 as income tax withholding. Also report it separately in box 13. See **Golden Parachutes** on page 4.

Third-Party Payments of Sick Pay.—Third-party payments of sick pay must be reported to the recipients on Form W-2. Whether you or the third-party payer must report the amounts depends on certain conditions. See page 6 for details.

When To Furnish Form W-2 to Employees.—Furnish each employee a Form W-2 for the calendar year, and any corrected statements made in the year, by January 31 of the following year. If an employee stops working for you before the end of the year, you may give him or her Form W-2 any time after employment ends but not later than January 31 of the following year. However, if the employee asks you for Form W-2, give him or her the completed form within 30 days after the request or the final wage payment, whichever is later. Keep Copy A of Form W-2 to file with Form W-3.

Correcting Form W-2.—Use **Form W-2c**, Statement of Corrected Income and Tax Amounts, to correct errors on previously filed Forms W-2 and W-2P. Send Forms W-2c with **Form W-3c**, Transmittal of Corrected Income and Tax Statements. File Form W-3c to correct a previously filed Form W-3.

If an employee loses or destroys his or her copies, give the employee copies of Form W-2 marked "Reissued Statement." Do not send Copy A of the reissued form to the SSA.

If a form is corrected before you file Copy A with the SSA, give the employee the corrected copies. Mark the original Copy A "Void" in the proper box and send the new Copy A to the SSA. Do not write "Corrected" on the new Copy A.

How To Get Forms.—You can get Form W-2 from the IRS (see page 63). Private printers also produce them. You can use these substitute forms for filing returns with the SSA and for giving statements to employees if they comply with the requirements in **Pub. 1141**. The paper forms you file with the SSA must be in scannable format.

Pub. 1141 explains the format that must be used on substitute paper Forms W-2 and W-3.

Penalties.—For penalty provisions for Form W-2, see **Information Return Penalties** below.

3. Reconciling Forms W-2, W-3, and 941

When there are discrepancies between Forms 941 filed with the IRS and Forms W-2 and W-3 filed with the SSA, we must contact you to resolve the discrepancies. This costs time and money, both for the Government and for you the employer.

To help reduce errors that can cause discrepancies—

1. Report bonuses as wages and as social security and Medicare wages on Forms W-2 and 941.
2. Report both social security and Medicare wages and taxes separately on Forms W-2, W-3, and 941.
3. Report social security taxes on Form W-2 in the box for social security tax withheld, not as social security wages.
4. Report Medicare taxes on Form W-2 in the box for Medicare tax withheld, not as Medicare wages.
5. Make sure social security wage amounts for each employee do not exceed the annual social security wage base.
6. Do not report noncash wages that are not subject to social security or Medicare taxes as social security or Medicare wages.
7. If you used an EIN on any of the four quarterly Forms 941 for the year that is different from the EIN reported on Form W-3, enter the other EIN on Form W-3 in the box for "Other EIN used this year."

To reduce the discrepancies between amounts reported on Forms W-2, W-3, and 941—

1. Be sure the amounts on Form W-3 are the total amounts from Forms W-2.
2. Reconcile Form W-3 with your four quarterly Forms 941 by comparing amounts reported for—
 - Social security wages, social security tips, and Medicare wages and tips. Form W-3 should include Form 941 adjustments only for the current year (i.e., if the Form 941 adjustments include amounts for a prior year, do not report those adjustments on the current-year Form W-3).

- Social security and Medicare taxes. The amounts shown on the four quarterly Forms 941 including current-year adjustments should be approximately twice the amounts shown on Form W-3. This is because Form 941 includes both the employer and employee shares of social security and Medicare taxes.

- Advance earned income credit.
- For payments made after December 31, 1993, **do not** report on Form 941 nonpayroll items such as backup withholding and withholding on pensions, annuities, and gambling winnings. These nonpayroll items must be reported on the new Form 945 (see Chapter II for details). Income tax withholding required to be reported on Forms 1099 or W-2G must be reported on Form 945. Only taxes and withholding properly reported on Form W-2 should be reported on Form 941.

As noted, amounts reported on Forms W-2, W-3, and 941 may not match for valid reasons. If they do not match, you should determine that the reasons are valid. Keep your reconciliation so you will have a record of why amounts did not match in case there are inquiries from the IRS or the SSA.

4. Information Return Penalties

A penalty may be imposed if you fail to file (on paper or on magnetic media) an information return (including Forms W-2 and 1099) or you file with incorrect information.

The amount of the penalty is based on when the correct information returns are filed. The penalty is:

- \$15 for each information return if you correctly file within 30 days after the due date (by March 30 if the due date is February 28) with a maximum penalty of \$75,000 per year (\$25,000 for small businesses, defined below).
- \$30 for each information return if you correctly file more than 30 days after the due date but by August 1, with a maximum penalty of \$150,000 per year (\$50,000 for small businesses).

- \$50 for each information return if you correctly file after August 1 or you do not file at all, with a maximum penalty of \$250,000 per year (\$100,000 for small businesses).

- At least \$100 for each information return if your failure is due to intentional disregard of the filing requirements, with no maximum penalty.

Exceptions.—In general, the penalty will not apply to any failure that was due to reasonable cause and not to willful neglect.

In addition, the penalty will not apply to a de minimis number of failures. These failures are information returns that were filed but with incomplete or incorrect information and were corrected by August 1. The penalty will not apply to the greater of 10 information returns or 1/2 of 1% of the total number of information returns you were required to file for the year.

Definition of Small Business.—A small business is a firm with average annual gross receipts of \$5 million or less for the 3 most recent tax years.

Failure to Provide Payee Statement or Providing Incorrect Payee Statement.—A penalty may be imposed if you either fail to furnish a payee statement by the due date or fail to include all correct information on a payee statement. The penalty is \$50 for each failure. The maximum penalty for such failures is \$100,000 per year.

Business Reporting

If you are a small business, self-employed, sole proprietor, independent contractor, or a member of a partnership, you may want to get **Pub. 937**, Employment Taxes and Information Returns, for useful information on business reporting.

1993 Guide to Information Returns

(If any date shown falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.)

Form	Title	What To Report	Amounts To Report	Due Date	
				To IRS	To Recipient (unless indicated otherwise)
1042-S	Foreign Person's U.S. Source Income Subject to Withholding	Payments subject to withholding under Chapter 3 of the Code, including interest, dividends, royalties, pensions and annuities, gambling winnings, and compensation for personal services.	All amounts	March 15	March 15
1098	Mortgage Interest Statement	Mortgage interest (including certain points) you received in the course of your trade or business from individuals.	\$600 or more	February 28	(To Payer/Borrower) January 31
1099-A	Acquisition or Abandonment of Secured Property	Information about the acquisition or abandonment of property that is security for a debt for which you are the lender.	All amounts	February 28	(To Borrower) January 31
1099-B	Proceeds From Broker and Barter Exchange Transactions	Sales or redemptions of securities, futures transactions, commodities, and barter exchange transactions.	All amounts	February 28	January 31
1099-DIV	Dividends and Distributions	Distributions, such as dividends, capital gain distributions, or nontaxable distributions, that were paid on stock, and distributions in liquidation.	\$10 or more, except \$600 or more for liquidations	February 28	January 31
1099-G	Certain Government Payments	Unemployment compensation, state and local income tax refunds, agricultural payments, taxable grants, and discharge of indebtedness owed to the Federal Government.	\$10 or more for unemployment and tax refunds; \$600 or more for all others	February 28	January 31
1099-INT	Interest Income	Interest payments not including interest on an IRA.	\$10 or more (\$600 or more in some cases)	February 28	January 31
1099-MISC	Miscellaneous Income (Also, use this form to report the occurrence of direct sales of \$5,000 or more of consumer goods for resale.)	<ul style="list-style-type: none"> ● Rent or royalty payments; prizes and awards that are not for services, such as winnings on TV or radio shows. ● Payments to crew members by owners or operators of fishing boats. Report payments of proceeds from sale of catch. ● Payments to a physician, physicians' corporation, or other supplier of health and medical services. Issued mainly by medical assistance programs or health and accident insurance plans. ● Payments for services performed for a trade or business by people not treated as its employees. Examples: fees to subcontractors or directors, expenses incurred for use of an entertainment facility treated as compensation to a nonemployee, and golden parachute payments. ● Substitute dividend and tax-exempt interest payments reportable by brokers. ● Crop insurance proceeds. 	\$600 or more, except \$10 or more for royalties All payments \$600 or more \$600 or more \$10 or more \$600 or more	February 28	January 31
1099-OID	Original Issue Discount	Original issue discount.	\$10 or more	February 28	January 31
1099-PATR	Taxable Distributions Received From Cooperatives	Distributions from cooperatives to their patrons.	\$10 or more	February 28	January 31
1099-R	Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	Distributions from retirement or profit-sharing plans, IRAs, SEPs, or insurance contracts.	All amounts	February 28	January 31
1099-S	Proceeds From Real Estate Transactions	Gross proceeds from the sale or exchange of real estate.	\$600 or more	February 28	January 31
4789	Currency Transaction Report	Each deposit, withdrawal, exchange of currency, or other payment or transfer by, through, or to financial institutions (other than casinos) that involves a transaction in currency of more than \$10,000.	Over \$10,000	Within 15 days after the date of the transaction	Not required

1993 Guide to Information Returns (Continued)

Form	Title	What To Report	Amounts To Report	Due Date	
				To IRS	To Recipient (unless indicated otherwise)
5498	Individual Retirement Arrangement Information	Contributions (including rollover contributions) to an individual retirement arrangement (IRA), and the value of an IRA or simplified employee pension (SEP) account.	All amounts	May 31	(To Participant) (for value of account) January 31 (for contributions) May 31
8027	Employer's Annual Information Return of Tip Income and Allocated Tips	Receipts from food or beverage operations, tips reported by employees, and allocated tips.	See separate instructions	Last day of February	Allocated tips are shown on Form W-2, due January 31
8300	Report of Cash Payments Over \$10,000 Received in a Trade or Business	Payments in cash (including certain monetary instruments) or foreign currency received in one transaction, or two or more related transactions, in the course of a trade or business. Does not apply to banks and financial institutions filing Form 4789 , Currency Transaction Report, and casinos that are required to report such transactions on Form 8362 , Currency Transaction Report by Casinos, or, generally, to transactions outside the United States.	Over \$10,000	Within 15 days after the date of the transaction	(To Payer) January 31
8308	Report of a Sale or Exchange of Certain Partnership Interests	Sales or exchanges of a partnership interest involving unrealized receivables or substantially appreciated inventory items.	(Transaction only)	Generally, attach to Form 1065	(To Transferor and Transferees) January 31
W-2G	Certain Gambling Winnings	Gambling winnings from horse racing, dog racing, jai alai, lotteries, raffles, drawings, bingo, slot machines, and keno.	Generally, \$600 or more; \$1,200 or more from bingo or slot machines; \$1,500 or more from keno	February 28	January 31
W-2	Wage and Tax Statement	Wages, tips, other compensation, withheld income, social security and Medicare taxes, and advance earned income credit (EIC) payments. Include bonuses, vacation allowances, severance pay, moving expense payments, some kinds of travel allowances, and third-party payments of sick pay.	See separate instructions	To SSA	To Recipient
				Last day of February	January 31

Income Tax Withholding and Advance Earned Income Credit (EIC) Payment Methods

Percentage Method

If you do not want to use the wage bracket tables on pages 31-50 to figure how much income tax to withhold, you can use a percentage computation based on the table below and the appropriate rate table. This method works for any number of withholding allowances the employee claims.

Use these steps to figure the income tax to withhold under the percentage method:

1. Multiply one withholding allowance (see table below) by the number of allowances the employee claims.
2. Subtract that amount from the employee's wages.
3. Determine amount to withhold from appropriate table on pages 29 and 30.

Percentage Method—Amount for One Withholding Allowance

Payroll Period	One withholding allowance
Weekly	\$47.12
Biweekly	94.23
Semimonthly	102.08
Monthly	204.17
Quarterly	612.50
Semiannually	1,225.00
Annually	2,450.00
Daily or miscellaneous (each day of the payroll period)	9.42

Example: An unmarried employee is paid \$450 weekly. This employee has in effect a Form W-4 claiming two withholding allowances. Using the percentage method, figure the income tax as follows:

1. Total wage payment \$450.00
2. One allowance . . . \$47.12
3. Allowances claimed on Form W-4 . . . 2
4. Multiply line 2 by line 3. . . \$94.24
5. Amount subject to withholding (subtract line 4 from line 1) \$355.76
6. Tax to be withheld on \$355.76 from Table 1—single person, page 29 \$ 45.86

To figure the income tax to withhold, you may reduce the last digit of the wages to zero, or figure the wages to the nearest dollar.

Annual Income Tax Withholding.—Figure the income tax to withhold on annual wages under the Percentage Method of Withholding for an annual payroll period. Then prorate the tax back to the payroll period.

Example: A married person claims four withholding allowances. She is paid \$1,000 a week. Multiply the weekly wages by 52 weeks to figure the annual wage of \$52,000. Subtract \$9,800 (the value of four withholding allowances) for a balance of \$42,200. Using the table for the annual payroll period, \$5,416.50 is withheld. Divide the annual tax by 52. The weekly tax is \$104.16.

Wage Bracket Method

Under the wage bracket method, find the proper table (on pages 31 through 50) for your payroll period and the employee's marital status as shown on his or her Form W-4. Then, based on the number of withholding allowances claimed on the Form W-4 and the amount of wages, find the amount of tax to withhold. If your employee is claiming more than 10 withholding allowances, see below.

Note: *If you cannot use the wage bracket tables because wages exceed the amount shown in the last bracket of the table, use the percentage method of withholding described above. Be sure to reduce wages by the amount of total withholding allowances before using the percentage method tables on pages 29 and 30.*

Adjusting Wage Bracket Withholding for Employees Claiming More Than 10 Withholding Allowances

Note: *The percentage method of figuring withholding adapts to any number of allowances.*

The wage bracket tables can be used if an employee claims up to 10 allowances. More than 10 allowances may be claimed because of the special withholding allowance, additional allowances for deductions and credits, and the system itself.

To adapt the tables to employees with more than 10 allowances:

1. Multiply the number of withholding allowances over 10 by the allowance value for the payroll period. (The allowance values are in the **Percentage Method—Amount for One Withholding Allowance** above.)
2. Subtract the result from the employee's wages.
3. On this amount, find and withhold the tax in the column for 10 allowances.

This is a voluntary method. If you use the wage bracket tables, you may continue to withhold the amount in the "10" column when your employee has more than 10 allowances, using the method above. You can also use any other methods described below.

Alternative Methods of Income Tax Withholding

Rather than the Percentage or Wage Bracket Methods described above, you can use an alternative method to withhold income tax. **Pub. 493**, Alternative Tax Withholding Methods and Tables, describes these alternative methods and contains:

1. Formula tables for percentage method withholding (for automated payroll systems).
2. Wage bracket percentage method tables (for automated payroll systems).
3. Combined income, social security, and Medicare tax withholding tables.

Some alternative methods explained in Pub. 493 are annualized wages, average estimated wages, cumulative wages, and part-year employment. For more information on alternative methods, see Regulations sections 31.3402(h)(1)-1-(h)(4)-1.

Advance Payment Methods for the Earned Income Credit

To figure the advance EIC payment, you may use either the Percentage Method or the Wage Bracket Method explained below. You may use other methods for figuring advance EIC payments if the amount of the payment is about the same as it would be using tables in this booklet. See the tolerances allowed in the chart under Other Methods in Pub. 493. See page 13 in this booklet for an explanation of the advance payment of EIC.

Percentage Method

If you do not want to use the wage bracket tables to figure how much to include in an employee's wages for the advance EIC payment, you can use the percentage computation based on the appropriate rate table.

Find the employee's gross wages before any deductions in the appropriate table on pages 54 and 55. There are different tables for (a) single or married employees without spouse filing a certificate and (b) married employees with both spouses filing certificates. Determine the amount of the advance EIC payment shown in the appropriate table for the amount of wages paid.

Wage Bracket Method

If you use the wage bracket tables on pages 56 through 59, figure the advance EIC payment as follows.

Find the employee's gross wages before any deductions using the appropriate table. There are different tables for (a) single or married employees without spouse filing a certificate and (b) married employees with both spouses filing certificates. Determine the amount of the advance EIC payment shown in the appropriate table for the amount of wages paid.

With either method, the number of withholding allowances an employee claims on Form W-4 is not used in figuring the advance EIC payment. Nor does it matter that the employee has claimed exemption from income tax withholding on Form W-4.

Whole Dollar Withholding and Paying Advance EIC

The income tax withholding amounts in the wage bracket tables (pages 31 through 50) have been rounded to whole dollar amounts.

When employers use the percentage method (pages 29 and 30) or an alternative method of income tax withholding, the tax for the pay period may be rounded to the nearest dollar.

The wage bracket tables for advance EIC payments (pages 56 through 59) have also been rounded to whole dollar amounts. If you use the percentage method for advance EIC payments (pages 54 and 55), the payments may be rounded to the nearest dollar.

If rounding is used, it must be used consistently. Withheld tax amounts should be rounded to the nearest whole dollar by (1) dropping amounts under 50 cents and (2) increasing amounts from 50 to 99 cents to the next higher dollar. For example, \$2.30 becomes \$2, and \$2.80 becomes \$3.

Tables for Percentage Method of Withholding
(For Wages Paid in 1994)

TABLE 1—WEEKLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person —			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$50		\$0		Not over \$122		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$50	—\$463	15%	—\$50	\$122	—\$806	15%	—\$122
\$463	—\$968	\$61.95 plus 28%	—\$463	\$806	—\$1,606	\$102.60 plus 28%	—\$806
\$968	—\$2,238	\$203.35 plus 31%	—\$968	\$1,606	—\$2,767	\$326.60 plus 31%	—\$1,606
\$2,238	—\$4,834	\$597.05 plus 36%	—\$2,238	\$2,767	—\$4,883	\$686.51 plus 36%	—\$2,767
\$4,834	\$1,531.61 plus 39.6%	—\$4,834	\$4,883	\$1,448.27 plus 39.6%	—\$4,883

TABLE 2—BIWEEKLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person —			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$99		\$0		Not over \$244		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$99	—\$927	15%	—\$99	\$244	—\$1,612	15%	—\$244
\$927	—\$1,936	\$124.20 plus 28%	—\$927	\$1,612	—\$3,212	\$205.20 plus 28%	—\$1,612
\$1,936	—\$4,475	\$406.72 plus 31%	—\$1,936	\$3,212	—\$5,535	\$653.20 plus 31%	—\$3,212
\$4,475	—\$9,667	\$1,193.81 plus 36%	—\$4,475	\$5,535	—\$9,765	\$1,373.33 plus 36%	—\$5,535
\$9,667	\$3,062.93 plus 39.6%	—\$9,667	\$9,765	\$2,896.13 plus 39.6%	—\$9,765

TABLE 3—SEMIMONTHLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person —			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$107		\$0		Not over \$265		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$107	—\$1,004	15%	—\$107	\$265	—\$1,746	15%	—\$265
\$1,004	—\$2,097	\$134.55 plus 28%	—\$1,004	\$1,746	—\$3,479	\$222.15 plus 28%	—\$1,746
\$2,097	—\$4,848	\$440.59 plus 31%	—\$2,097	\$3,479	—\$5,996	\$707.39 plus 31%	—\$3,479
\$4,848	—\$10,473	\$1,293.40 plus 36%	—\$4,848	\$5,996	—\$10,579	\$1,487.66 plus 36%	—\$5,996
\$10,473	\$3,318.40 plus 39.6%	—\$10,473	\$10,579	\$3,137.54 plus 39.6%	—\$10,579

TABLE 4—MONTHLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person —			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$215		\$0		Not over \$529		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$215	—\$2,008	15%	—\$215	\$529	—\$3,492	15%	—\$529
\$2,008	—\$4,194	\$268.95 plus 28%	—\$2,008	\$3,492	—\$6,958	\$444.45 plus 28%	—\$3,492
\$4,194	—\$9,696	\$881.03 plus 31%	—\$4,194	\$6,958	—\$11,992	\$1,414.93 plus 31%	—\$6,958
\$9,696	—\$20,946	\$2,586.65 plus 36%	—\$9,696	\$11,992	—\$21,158	\$2,975.47 plus 36%	—\$11,992
\$20,946	\$6,636.65 plus 39.6%	—\$20,946	\$21,158	\$6,275.23 plus 39.6%	—\$21,158

Tables for Percentage Method of Withholding (Continued)
(For Wages Paid in 1994)

TABLE 5—QUARTERLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person —			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$644		\$0		Not over \$1,588		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$644	—\$6,025	15%	—\$644	\$1,588	—\$10,475	15%	—\$1,588
\$6,025	—\$12,581	\$807.15 plus 28%	—\$6,025	\$10,475	—\$20,875	\$1,333.05 plus 28%	—\$10,475
\$12,581	—\$29,088	\$2,642.83 plus 31%	—\$12,581	\$20,875	—\$35,975	\$4,245.05 plus 31%	—\$20,875
\$29,088	—\$62,838	\$7,760.00 plus 36%	—\$29,088	\$35,975	—\$63,475	\$8,926.05 plus 36%	—\$35,975
\$62,838	\$19,910.00 plus 39.6%	—\$62,838	\$63,475	\$18,826.05 plus 39.6%	—\$63,475

TABLE 6—SEMIANNUAL Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person —			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$1,288		\$0		Not over \$3,175		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$1,288	—\$12,050	15%	—\$1,288	\$3,175	—\$20,950	15%	—\$3,175
\$12,050	—\$25,163	\$1,614.30 plus 28%	—\$12,050	\$20,950	—\$41,750	\$2,666.25 plus 28%	—\$20,950
\$25,163	—\$58,175	\$5,285.94 plus 31%	—\$25,163	\$41,750	—\$71,950	\$8,490.25 plus 31%	—\$41,750
\$58,175	—\$125,675	\$15,519.66 plus 36%	—\$58,175	\$71,950	—\$126,950	\$17,852.25 plus 36%	—\$71,950
\$125,675	\$39,819.66 plus 39.6%	—\$125,675	\$126,950	\$37,652.25 plus 39.6%	—\$126,950

TABLE 7—ANNUAL Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person —			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$2,575		\$0		Not over \$6,350		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$2,575	—\$24,100	15%	—\$2,575	\$6,350	—\$41,900	15%	—\$6,350
\$24,100	—\$50,325	\$3,228.75 plus 28%	—\$24,100	\$41,900	—\$83,500	\$5,332.50 plus 28%	—\$41,900
\$50,325	—\$116,350	\$10,571.75 plus 31%	—\$50,325	\$83,500	—\$143,900	\$16,980.50 plus 31%	—\$83,500
\$116,350	—\$251,350	\$31,039.50 plus 36%	—\$116,350	\$143,900	—\$253,900	\$35,704.50 plus 36%	—\$143,900
\$251,350	\$79,639.50 plus 39.6%	—\$251,350	\$253,900	\$75,304.50 plus 39.6%	—\$253,900

TABLE 8—DAILY or MISCELLANEOUS Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person —			
If the amount of wages (after subtracting withholding allowances) divided by the number of days in the payroll period is:		The amount of income tax to withhold per day is:		If the amount of wages (after subtracting withholding allowances) divided by the number of days in the payroll period is:		The amount of income tax to withhold per day is:	
Not over \$9.90		\$0		Not over \$24.40		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$9.90	—\$92.70	15%	—\$9.90	\$24.40	—\$161.20	15%	—\$24.40
\$92.70	—\$193.60	\$12.42 plus 28%	—\$92.70	\$161.20	—\$321.20	\$20.52 plus 28%	—\$161.20
\$193.60	—\$447.50	\$40.67 plus 31%	—\$193.60	\$321.20	—\$553.50	\$65.32 plus 31%	—\$321.20
\$447.50	—\$966.70	\$119.38 plus 36%	—\$447.50	\$553.50	—\$976.50	\$137.33 plus 36%	—\$553.50
\$966.70	\$306.29 plus 39.6%	—\$966.70	\$976.50	\$289.61 plus 39.6%	—\$976.50

SINGLE Persons—WEEKLY Payroll Period

(For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$0	\$55	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55	60	1	0	0	0	0	0	0	0	0	0	0
60	65	2	0	0	0	0	0	0	0	0	0	0
65	70	3	0	0	0	0	0	0	0	0	0	0
70	75	3	0	0	0	0	0	0	0	0	0	0
75	80	4	0	0	0	0	0	0	0	0	0	0
80	85	5	0	0	0	0	0	0	0	0	0	0
85	90	6	0	0	0	0	0	0	0	0	0	0
90	95	6	0	0	0	0	0	0	0	0	0	0
95	100	7	0	0	0	0	0	0	0	0	0	0
100	105	8	1	0	0	0	0	0	0	0	0	0
105	110	9	2	0	0	0	0	0	0	0	0	0
110	115	9	2	0	0	0	0	0	0	0	0	0
115	120	10	3	0	0	0	0	0	0	0	0	0
120	125	11	4	0	0	0	0	0	0	0	0	0
125	130	12	5	0	0	0	0	0	0	0	0	0
130	135	12	5	0	0	0	0	0	0	0	0	0
135	140	13	6	0	0	0	0	0	0	0	0	0
140	145	14	7	0	0	0	0	0	0	0	0	0
145	150	15	8	1	0	0	0	0	0	0	0	0
150	155	15	8	1	0	0	0	0	0	0	0	0
155	160	16	9	2	0	0	0	0	0	0	0	0
160	165	17	10	3	0	0	0	0	0	0	0	0
165	170	18	11	4	0	0	0	0	0	0	0	0
170	175	18	11	4	0	0	0	0	0	0	0	0
175	180	19	12	5	0	0	0	0	0	0	0	0
180	185	20	13	6	0	0	0	0	0	0	0	0
185	190	21	14	7	0	0	0	0	0	0	0	0
190	195	21	14	7	0	0	0	0	0	0	0	0
195	200	22	15	8	1	0	0	0	0	0	0	0
200	210	23	16	9	2	0	0	0	0	0	0	0
210	220	25	18	11	4	0	0	0	0	0	0	0
220	230	26	19	12	5	0	0	0	0	0	0	0
230	240	28	21	14	7	0	0	0	0	0	0	0
240	250	29	22	15	8	1	0	0	0	0	0	0
250	260	31	24	17	10	3	0	0	0	0	0	0
260	270	32	25	18	11	4	0	0	0	0	0	0
270	280	34	27	20	13	6	0	0	0	0	0	0
280	290	35	28	21	14	7	0	0	0	0	0	0
290	300	37	30	23	16	9	1	0	0	0	0	0
300	310	38	31	24	17	10	3	0	0	0	0	0
310	320	40	33	26	19	12	4	0	0	0	0	0
320	330	41	34	27	20	13	6	0	0	0	0	0
330	340	43	36	29	22	15	7	0	0	0	0	0
340	350	44	37	30	23	16	9	2	0	0	0	0
350	360	46	39	32	25	18	10	3	0	0	0	0
360	370	47	40	33	26	19	12	5	0	0	0	0
370	380	49	42	35	28	21	13	6	0	0	0	0
380	390	50	43	36	29	22	15	8	1	0	0	0
390	400	52	45	38	31	24	16	9	2	0	0	0
400	410	53	46	39	32	25	18	11	4	0	0	0
410	420	55	48	41	34	27	19	12	5	0	0	0
420	430	56	49	42	35	28	21	14	7	0	0	0
430	440	58	51	44	37	30	22	15	8	1	0	0
440	450	59	52	45	38	31	24	17	10	3	0	0
450	460	61	54	47	40	33	25	18	11	4	0	0
460	470	63	55	48	41	34	27	20	13	6	0	0
470	480	65	57	50	43	36	28	21	14	7	0	0
480	490	68	58	51	44	37	30	23	16	9	2	0
490	500	71	60	53	46	39	31	24	17	10	3	0
500	510	74	61	54	47	40	33	26	19	12	5	0
510	520	77	63	56	49	42	34	27	20	13	6	0
520	530	79	66	57	50	43	36	29	22	15	8	1
530	540	82	69	59	52	45	37	30	23	16	9	2
540	550	85	72	60	53	46	39	32	25	18	11	4
550	560	88	75	62	55	48	40	33	26	19	12	5
560	570	91	77	64	56	49	42	35	28	21	14	7
570	580	93	80	67	58	51	43	36	29	22	15	8
580	590	96	83	70	59	52	45	38	31	24	17	10
590	600	99	86	73	61	54	46	39	32	25	18	11

SINGLE Persons—WEEKLY Payroll Period

(For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$600	\$610	\$102	\$89	\$75	\$62	\$55	\$48	\$41	\$34	\$27	\$20	\$13
610	620	105	91	78	65	57	49	42	35	28	21	14
620	630	107	94	81	68	58	51	44	37	30	23	16
630	640	110	97	84	71	60	52	45	38	31	24	17
640	650	113	100	87	73	61	54	47	40	33	26	19
650	660	116	103	89	76	63	55	48	41	34	27	20
660	670	119	105	92	79	66	57	50	43	36	29	22
670	680	121	108	95	82	69	58	51	44	37	30	23
680	690	124	111	98	85	71	60	53	46	39	32	25
690	700	127	114	101	87	74	61	54	47	40	33	26
700	710	130	117	103	90	77	64	56	49	42	35	28
710	720	133	119	106	93	80	67	57	50	43	36	29
720	730	135	122	109	96	83	69	59	52	45	38	31
730	740	138	125	112	99	85	72	60	53	46	39	32
740	750	141	128	115	101	88	75	62	55	48	41	34
750	760	144	131	117	104	91	78	65	56	49	42	35
760	770	147	133	120	107	94	81	67	58	51	44	37
770	780	149	136	123	110	97	83	70	59	52	45	38
780	790	152	139	126	113	99	86	73	61	54	47	40
790	800	155	142	129	115	102	89	76	63	55	48	41
800	810	158	145	131	118	105	92	79	65	57	50	43
810	820	161	147	134	121	108	95	81	68	58	51	44
820	830	163	150	137	124	111	97	84	71	60	53	46
830	840	166	153	140	127	113	100	87	74	61	54	47
840	850	169	156	143	129	116	103	90	77	63	56	49
850	860	172	159	145	132	119	106	93	79	66	57	50
860	870	175	161	148	135	122	109	95	82	69	59	52
870	880	177	164	151	138	125	111	98	85	72	60	53
880	890	180	167	154	141	127	114	101	88	75	62	55
890	900	183	170	157	143	130	117	104	91	77	64	56
900	910	186	173	159	146	133	120	107	93	80	67	58
910	920	189	175	162	149	136	123	109	96	83	70	59
920	930	191	178	165	152	139	125	112	99	86	73	61
930	940	194	181	168	155	141	128	115	102	89	75	62
940	950	197	184	171	157	144	131	118	105	91	78	65
950	960	200	187	173	160	147	134	121	107	94	81	68
960	970	203	189	176	163	150	137	123	110	97	84	71
970	980	206	192	179	166	153	139	126	113	100	87	73
980	990	209	195	182	169	155	142	129	116	103	89	76
990	1,000	212	198	185	171	158	145	132	119	105	92	79
1,000	1,010	215	201	187	174	161	148	135	121	108	95	82
1,010	1,020	218	203	190	177	164	151	137	124	111	98	85
1,020	1,030	221	206	193	180	167	153	140	127	114	101	87
1,030	1,040	224	210	196	183	169	156	143	130	117	103	90
1,040	1,050	227	213	199	185	172	159	146	133	119	106	93
1,050	1,060	230	216	201	188	175	162	149	135	122	109	96
1,060	1,070	233	219	204	191	178	165	151	138	125	112	99
1,070	1,080	237	222	207	194	181	167	154	141	128	115	101
1,080	1,090	240	225	210	197	183	170	157	144	131	117	104
1,090	1,100	243	228	214	199	186	173	160	147	133	120	107
1,100	1,110	246	231	217	202	189	176	163	149	136	123	110
1,110	1,120	249	234	220	205	192	179	165	152	139	126	113
1,120	1,130	252	237	223	208	195	181	168	155	142	129	115
1,130	1,140	255	241	226	211	197	184	171	158	145	131	118
1,140	1,150	258	244	229	214	200	187	174	161	147	134	121
1,150	1,160	261	247	232	218	203	190	177	163	150	137	124
1,160	1,170	264	250	235	221	206	193	179	166	153	140	127
1,170	1,180	268	253	238	224	209	195	182	169	156	143	129
1,180	1,190	271	256	241	227	212	198	185	172	159	145	132
1,190	1,200	274	259	245	230	215	201	188	175	161	148	135
1,200	1,210	277	262	248	233	218	204	191	177	164	151	138
1,210	1,220	280	265	251	236	222	207	193	180	167	154	141
1,220	1,230	283	268	254	239	225	210	196	183	170	157	143
1,230	1,240	286	272	257	242	228	213	199	186	173	159	146
1,240	1,250	289	275	260	245	231	216	202	189	175	162	149

\$1,250 and over

Use Table 1(a) for a **SINGLE** person on page 29. Also see the instructions on page 27.

MARRIED Persons—WEEKLY Payroll Period
(For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$0	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
125	130	1	0	0	0	0	0	0	0	0	0	0
130	135	2	0	0	0	0	0	0	0	0	0	0
135	140	2	0	0	0	0	0	0	0	0	0	0
140	145	3	0	0	0	0	0	0	0	0	0	0
145	150	4	0	0	0	0	0	0	0	0	0	0
150	155	5	0	0	0	0	0	0	0	0	0	0
155	160	5	0	0	0	0	0	0	0	0	0	0
160	165	6	0	0	0	0	0	0	0	0	0	0
165	170	7	0	0	0	0	0	0	0	0	0	0
170	175	8	0	0	0	0	0	0	0	0	0	0
175	180	8	1	0	0	0	0	0	0	0	0	0
180	185	9	2	0	0	0	0	0	0	0	0	0
185	190	10	3	0	0	0	0	0	0	0	0	0
190	195	11	3	0	0	0	0	0	0	0	0	0
195	200	11	4	0	0	0	0	0	0	0	0	0
200	210	12	5	0	0	0	0	0	0	0	0	0
210	220	14	7	0	0	0	0	0	0	0	0	0
220	230	15	8	1	0	0	0	0	0	0	0	0
230	240	17	10	3	0	0	0	0	0	0	0	0
240	250	18	11	4	0	0	0	0	0	0	0	0
250	260	20	13	6	0	0	0	0	0	0	0	0
260	270	21	14	7	0	0	0	0	0	0	0	0
270	280	23	16	9	2	0	0	0	0	0	0	0
280	290	24	17	10	3	0	0	0	0	0	0	0
290	300	26	19	12	5	0	0	0	0	0	0	0
300	310	27	20	13	6	0	0	0	0	0	0	0
310	320	29	22	15	8	1	0	0	0	0	0	0
320	330	30	23	16	9	2	0	0	0	0	0	0
330	340	32	25	18	11	4	0	0	0	0	0	0
340	350	33	26	19	12	5	0	0	0	0	0	0
350	360	35	28	21	14	7	0	0	0	0	0	0
360	370	36	29	22	15	8	1	0	0	0	0	0
370	380	38	31	24	17	10	3	0	0	0	0	0
380	390	39	32	25	18	11	4	0	0	0	0	0
390	400	41	34	27	20	13	6	0	0	0	0	0
400	410	42	35	28	21	14	7	0	0	0	0	0
410	420	44	37	30	23	16	9	2	0	0	0	0
420	430	45	38	31	24	17	10	3	0	0	0	0
430	440	47	40	33	26	19	12	5	0	0	0	0
440	450	48	41	34	27	20	13	6	0	0	0	0
450	460	50	43	36	29	22	15	8	0	0	0	0
460	470	51	44	37	30	23	16	9	2	0	0	0
470	480	53	46	39	32	25	18	11	3	0	0	0
480	490	54	47	40	33	26	19	12	5	0	0	0
490	500	56	49	42	35	28	21	14	6	0	0	0
500	510	57	50	43	36	29	22	15	8	1	0	0
510	520	59	52	45	38	31	24	17	9	2	0	0
520	530	60	53	46	39	32	25	18	11	4	0	0
530	540	62	55	48	41	34	27	20	12	5	0	0
540	550	63	56	49	42	35	28	21	14	7	0	0
550	560	65	58	51	44	37	30	23	15	8	1	0
560	570	66	59	52	45	38	31	24	17	10	3	0
570	580	68	61	54	47	40	33	26	18	11	4	0
580	590	69	62	55	48	41	34	27	20	13	6	0
590	600	71	64	57	50	43	36	29	21	14	7	0
600	610	72	65	58	51	44	37	30	23	16	9	2
610	620	74	67	60	53	46	39	32	24	17	10	3
620	630	75	68	61	54	47	40	33	26	19	12	5
630	640	77	70	63	56	49	42	35	27	20	13	6
640	650	78	71	64	57	50	43	36	29	22	15	8
650	660	80	73	66	59	52	45	38	30	23	16	9
660	670	81	74	67	60	53	46	39	32	25	18	11
670	680	83	76	69	62	55	48	41	33	26	19	12
680	690	84	77	70	63	56	49	42	35	28	21	14
690	700	86	79	72	65	58	51	44	36	29	22	15
700	710	87	80	73	66	59	52	45	38	31	24	17
710	720	89	82	75	68	61	54	47	39	32	25	18
720	730	90	83	76	69	62	55	48	41	34	27	20
730	740	92	85	78	71	64	57	50	42	35	28	21

SINGLE Persons—BIWEEKLY Payroll Period

(For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100	105	1	0	0	0	0	0	0	0	0	0	0
105	110	1	0	0	0	0	0	0	0	0	0	0
110	115	2	0	0	0	0	0	0	0	0	0	0
115	120	3	0	0	0	0	0	0	0	0	0	0
120	125	4	0	0	0	0	0	0	0	0	0	0
125	130	4	0	0	0	0	0	0	0	0	0	0
130	135	5	0	0	0	0	0	0	0	0	0	0
135	140	6	0	0	0	0	0	0	0	0	0	0
140	145	7	0	0	0	0	0	0	0	0	0	0
145	150	7	0	0	0	0	0	0	0	0	0	0
150	155	8	0	0	0	0	0	0	0	0	0	0
155	160	9	0	0	0	0	0	0	0	0	0	0
160	165	10	0	0	0	0	0	0	0	0	0	0
165	170	10	0	0	0	0	0	0	0	0	0	0
170	175	11	0	0	0	0	0	0	0	0	0	0
175	180	12	0	0	0	0	0	0	0	0	0	0
180	185	13	0	0	0	0	0	0	0	0	0	0
185	190	13	0	0	0	0	0	0	0	0	0	0
190	195	14	0	0	0	0	0	0	0	0	0	0
195	200	15	1	0	0	0	0	0	0	0	0	0
200	205	16	1	0	0	0	0	0	0	0	0	0
205	210	16	2	0	0	0	0	0	0	0	0	0
210	215	17	3	0	0	0	0	0	0	0	0	0
215	220	18	4	0	0	0	0	0	0	0	0	0
220	225	19	4	0	0	0	0	0	0	0	0	0
225	230	19	5	0	0	0	0	0	0	0	0	0
230	235	20	6	0	0	0	0	0	0	0	0	0
235	240	21	7	0	0	0	0	0	0	0	0	0
240	245	22	7	0	0	0	0	0	0	0	0	0
245	250	22	8	0	0	0	0	0	0	0	0	0
250	260	23	9	0	0	0	0	0	0	0	0	0
260	270	25	11	0	0	0	0	0	0	0	0	0
270	280	26	12	0	0	0	0	0	0	0	0	0
280	290	28	14	0	0	0	0	0	0	0	0	0
290	300	29	15	1	0	0	0	0	0	0	0	0
300	310	31	17	3	0	0	0	0	0	0	0	0
310	320	32	18	4	0	0	0	0	0	0	0	0
320	330	34	20	6	0	0	0	0	0	0	0	0
330	340	35	21	7	0	0	0	0	0	0	0	0
340	350	37	23	9	0	0	0	0	0	0	0	0
350	360	38	24	10	0	0	0	0	0	0	0	0
360	370	40	26	12	0	0	0	0	0	0	0	0
370	380	41	27	13	0	0	0	0	0	0	0	0
380	390	43	29	15	0	0	0	0	0	0	0	0
390	400	44	30	16	2	0	0	0	0	0	0	0
400	410	46	32	18	3	0	0	0	0	0	0	0
410	420	47	33	19	5	0	0	0	0	0	0	0
420	430	49	35	21	6	0	0	0	0	0	0	0
430	440	50	36	22	8	0	0	0	0	0	0	0
440	450	52	38	24	9	0	0	0	0	0	0	0
450	460	53	39	25	11	0	0	0	0	0	0	0
460	470	55	41	27	12	0	0	0	0	0	0	0
470	480	56	42	28	14	0	0	0	0	0	0	0
480	490	58	44	30	15	1	0	0	0	0	0	0
490	500	59	45	31	17	3	0	0	0	0	0	0
500	520	62	48	33	19	5	0	0	0	0	0	0
520	540	65	51	36	22	8	0	0	0	0	0	0
540	560	68	54	39	25	11	0	0	0	0	0	0
560	580	71	57	42	28	14	0	0	0	0	0	0
580	600	74	60	45	31	17	3	0	0	0	0	0
600	620	77	63	48	34	20	6	0	0	0	0	0
620	640	80	66	51	37	23	9	0	0	0	0	0
640	660	83	69	54	40	26	12	0	0	0	0	0
660	680	86	72	57	43	29	15	1	0	0	0	0
680	700	89	75	60	46	32	18	4	0	0	0	0
700	720	92	78	63	49	35	21	7	0	0	0	0
720	740	95	81	66	52	38	24	10	0	0	0	0
740	760	98	84	69	55	41	27	13	0	0	0	0
760	780	101	87	72	58	44	30	16	2	0	0	0

MARRIED Persons—BIWEEKLY Payroll Period

(For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
250	260	2	0	0	0	0	0	0	0	0	0	0
260	270	3	0	0	0	0	0	0	0	0	0	0
270	280	5	0	0	0	0	0	0	0	0	0	0
280	290	6	0	0	0	0	0	0	0	0	0	0
290	300	8	0	0	0	0	0	0	0	0	0	0
300	310	9	0	0	0	0	0	0	0	0	0	0
310	320	11	0	0	0	0	0	0	0	0	0	0
320	330	12	0	0	0	0	0	0	0	0	0	0
330	340	14	0	0	0	0	0	0	0	0	0	0
340	350	15	1	0	0	0	0	0	0	0	0	0
350	360	17	2	0	0	0	0	0	0	0	0	0
360	370	18	4	0	0	0	0	0	0	0	0	0
370	380	20	5	0	0	0	0	0	0	0	0	0
380	390	21	7	0	0	0	0	0	0	0	0	0
390	400	23	8	0	0	0	0	0	0	0	0	0
400	410	24	10	0	0	0	0	0	0	0	0	0
410	420	26	11	0	0	0	0	0	0	0	0	0
420	430	27	13	0	0	0	0	0	0	0	0	0
430	440	29	14	0	0	0	0	0	0	0	0	0
440	450	30	16	2	0	0	0	0	0	0	0	0
450	460	32	17	3	0	0	0	0	0	0	0	0
460	470	33	19	5	0	0	0	0	0	0	0	0
470	480	35	20	6	0	0	0	0	0	0	0	0
480	490	36	22	8	0	0	0	0	0	0	0	0
490	500	38	23	9	0	0	0	0	0	0	0	0
500	520	40	26	12	0	0	0	0	0	0	0	0
520	540	43	29	15	0	0	0	0	0	0	0	0
540	560	46	32	18	3	0	0	0	0	0	0	0
560	580	49	35	21	6	0	0	0	0	0	0	0
580	600	52	38	24	9	0	0	0	0	0	0	0
600	620	55	41	27	12	0	0	0	0	0	0	0
620	640	58	44	30	15	1	0	0	0	0	0	0
640	660	61	47	33	18	4	0	0	0	0	0	0
660	680	64	50	36	21	7	0	0	0	0	0	0
680	700	67	53	39	24	10	0	0	0	0	0	0
700	720	70	56	42	27	13	0	0	0	0	0	0
720	740	73	59	45	30	16	2	0	0	0	0	0
740	760	76	62	48	33	19	5	0	0	0	0	0
760	780	79	65	51	36	22	8	0	0	0	0	0
780	800	82	68	54	39	25	11	0	0	0	0	0
800	820	85	71	57	42	28	14	0	0	0	0	0
820	840	88	74	60	45	31	17	3	0	0	0	0
840	860	91	77	63	48	34	20	6	0	0	0	0
860	880	94	80	66	51	37	23	9	0	0	0	0
880	900	97	83	69	54	40	26	12	0	0	0	0
900	920	100	86	72	57	43	29	15	1	0	0	0
920	940	103	89	75	60	46	32	18	4	0	0	0
940	960	106	92	78	63	49	35	21	7	0	0	0
960	980	109	95	81	66	52	38	24	10	0	0	0
980	1,000	112	98	84	69	55	41	27	13	0	0	0
1,000	1,020	115	101	87	72	58	44	30	16	2	0	0
1,020	1,040	118	104	90	75	61	47	33	19	5	0	0
1,040	1,060	121	107	93	78	64	50	36	22	8	0	0
1,060	1,080	124	110	96	81	67	53	39	25	11	0	0
1,080	1,100	127	113	99	84	70	56	42	28	14	0	0
1,100	1,120	130	116	102	87	73	59	45	31	17	3	0
1,120	1,140	133	119	105	90	76	62	48	34	20	6	0
1,140	1,160	136	122	108	93	79	65	51	37	23	9	0
1,160	1,180	139	125	111	96	82	68	54	40	26	12	0
1,180	1,200	142	128	114	99	85	71	57	43	29	15	1
1,200	1,220	145	131	117	102	88	74	60	46	32	18	4
1,220	1,240	148	134	120	105	91	77	63	49	35	21	7
1,240	1,260	151	137	123	108	94	80	66	52	38	24	10
1,260	1,280	154	140	126	111	97	83	69	55	41	27	13
1,280	1,300	157	143	129	114	100	86	72	58	44	30	16
1,300	1,320	160	146	132	117	103	89	75	61	47	33	19
1,320	1,340	163	149	135	120	106	92	78	64	50	36	22
1,340	1,360	166	152	138	123	109	95	81	67	53	39	25
1,360	1,380	169	155	141	126	112	98	84	70	56	42	28

SINGLE Persons—SEMIMONTHLY Payroll Period

(For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$110	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
110	115	1	0	0	0	0	0	0	0	0	0	0
115	120	2	0	0	0	0	0	0	0	0	0	0
120	125	2	0	0	0	0	0	0	0	0	0	0
125	130	3	0	0	0	0	0	0	0	0	0	0
130	135	4	0	0	0	0	0	0	0	0	0	0
135	140	5	0	0	0	0	0	0	0	0	0	0
140	145	5	0	0	0	0	0	0	0	0	0	0
145	150	6	0	0	0	0	0	0	0	0	0	0
150	155	7	0	0	0	0	0	0	0	0	0	0
155	160	8	0	0	0	0	0	0	0	0	0	0
160	165	8	0	0	0	0	0	0	0	0	0	0
165	170	9	0	0	0	0	0	0	0	0	0	0
170	175	10	0	0	0	0	0	0	0	0	0	0
175	180	11	0	0	0	0	0	0	0	0	0	0
180	185	11	0	0	0	0	0	0	0	0	0	0
185	190	12	0	0	0	0	0	0	0	0	0	0
190	195	13	0	0	0	0	0	0	0	0	0	0
195	200	14	0	0	0	0	0	0	0	0	0	0
200	205	14	0	0	0	0	0	0	0	0	0	0
205	210	15	0	0	0	0	0	0	0	0	0	0
210	215	16	0	0	0	0	0	0	0	0	0	0
215	220	17	1	0	0	0	0	0	0	0	0	0
220	225	17	2	0	0	0	0	0	0	0	0	0
225	230	18	3	0	0	0	0	0	0	0	0	0
230	235	19	3	0	0	0	0	0	0	0	0	0
235	240	20	4	0	0	0	0	0	0	0	0	0
240	245	20	5	0	0	0	0	0	0	0	0	0
245	250	21	6	0	0	0	0	0	0	0	0	0
250	260	22	7	0	0	0	0	0	0	0	0	0
260	270	24	8	0	0	0	0	0	0	0	0	0
270	280	25	10	0	0	0	0	0	0	0	0	0
280	290	27	11	0	0	0	0	0	0	0	0	0
290	300	28	13	0	0	0	0	0	0	0	0	0
300	310	30	14	0	0	0	0	0	0	0	0	0
310	320	31	16	1	0	0	0	0	0	0	0	0
320	330	33	17	2	0	0	0	0	0	0	0	0
330	340	34	19	4	0	0	0	0	0	0	0	0
340	350	36	20	5	0	0	0	0	0	0	0	0
350	360	37	22	7	0	0	0	0	0	0	0	0
360	370	39	23	8	0	0	0	0	0	0	0	0
370	380	40	25	10	0	0	0	0	0	0	0	0
380	390	42	26	11	0	0	0	0	0	0	0	0
390	400	43	28	13	0	0	0	0	0	0	0	0
400	410	45	29	14	0	0	0	0	0	0	0	0
410	420	46	31	16	0	0	0	0	0	0	0	0
420	430	48	32	17	2	0	0	0	0	0	0	0
430	440	49	34	19	3	0	0	0	0	0	0	0
440	450	51	35	20	5	0	0	0	0	0	0	0
450	460	52	37	22	6	0	0	0	0	0	0	0
460	470	54	38	23	8	0	0	0	0	0	0	0
470	480	55	40	25	9	0	0	0	0	0	0	0
480	490	57	41	26	11	0	0	0	0	0	0	0
490	500	58	43	28	12	0	0	0	0	0	0	0
500	520	60	45	30	14	0	0	0	0	0	0	0
520	540	63	48	33	17	2	0	0	0	0	0	0
540	560	66	51	36	20	5	0	0	0	0	0	0
560	580	69	54	39	23	8	0	0	0	0	0	0
580	600	72	57	42	26	11	0	0	0	0	0	0
600	620	75	60	45	29	14	0	0	0	0	0	0
620	640	78	63	48	32	17	2	0	0	0	0	0
640	660	81	66	51	35	20	5	0	0	0	0	0
660	680	84	69	54	38	23	8	0	0	0	0	0
680	700	87	72	57	41	26	11	0	0	0	0	0
700	720	90	75	60	44	29	14	0	0	0	0	0
720	740	93	78	63	47	32	17	2	0	0	0	0
740	760	96	81	66	50	35	20	5	0	0	0	0
760	780	99	84	69	53	38	23	8	0	0	0	0
780	800	102	87	72	56	41	26	11	0	0	0	0
800	820	105	90	75	59	44	29	14	0	0	0	0

MARRIED Persons—SEMIMONTHLY Payroll Period

(For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$0	\$270	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
270	280	2	0	0	0	0	0	0	0	0	0	0
280	290	3	0	0	0	0	0	0	0	0	0	0
290	300	5	0	0	0	0	0	0	0	0	0	0
300	310	6	0	0	0	0	0	0	0	0	0	0
310	320	8	0	0	0	0	0	0	0	0	0	0
320	330	9	0	0	0	0	0	0	0	0	0	0
330	340	11	0	0	0	0	0	0	0	0	0	0
340	350	12	0	0	0	0	0	0	0	0	0	0
350	360	14	0	0	0	0	0	0	0	0	0	0
360	370	15	0	0	0	0	0	0	0	0	0	0
370	380	17	1	0	0	0	0	0	0	0	0	0
380	390	18	3	0	0	0	0	0	0	0	0	0
390	400	20	4	0	0	0	0	0	0	0	0	0
400	410	21	6	0	0	0	0	0	0	0	0	0
410	420	23	7	0	0	0	0	0	0	0	0	0
420	430	24	9	0	0	0	0	0	0	0	0	0
430	440	26	10	0	0	0	0	0	0	0	0	0
440	450	27	12	0	0	0	0	0	0	0	0	0
450	460	29	13	0	0	0	0	0	0	0	0	0
460	470	30	15	0	0	0	0	0	0	0	0	0
470	480	32	16	1	0	0	0	0	0	0	0	0
480	490	33	18	2	0	0	0	0	0	0	0	0
490	500	35	19	4	0	0	0	0	0	0	0	0
500	520	37	22	6	0	0	0	0	0	0	0	0
520	540	40	25	9	0	0	0	0	0	0	0	0
540	560	43	28	12	0	0	0	0	0	0	0	0
560	580	46	31	15	0	0	0	0	0	0	0	0
580	600	49	34	18	3	0	0	0	0	0	0	0
600	620	52	37	21	6	0	0	0	0	0	0	0
620	640	55	40	24	9	0	0	0	0	0	0	0
640	660	58	43	27	12	0	0	0	0	0	0	0
660	680	61	46	30	15	0	0	0	0	0	0	0
680	700	64	49	33	18	3	0	0	0	0	0	0
700	720	67	52	36	21	6	0	0	0	0	0	0
720	740	70	55	39	24	9	0	0	0	0	0	0
740	760	73	58	42	27	12	0	0	0	0	0	0
760	780	76	61	45	30	15	0	0	0	0	0	0
780	800	79	64	48	33	18	2	0	0	0	0	0
800	820	82	67	51	36	21	5	0	0	0	0	0
820	840	85	70	54	39	24	8	0	0	0	0	0
840	860	88	73	57	42	27	11	0	0	0	0	0
860	880	91	76	60	45	30	14	0	0	0	0	0
880	900	94	79	63	48	33	17	2	0	0	0	0
900	920	97	82	66	51	36	20	5	0	0	0	0
920	940	100	85	69	54	39	23	8	0	0	0	0
940	960	103	88	72	57	42	26	11	0	0	0	0
960	980	106	91	75	60	45	29	14	0	0	0	0
980	1,000	109	94	78	63	48	32	17	2	0	0	0
1,000	1,020	112	97	81	66	51	35	20	5	0	0	0
1,020	1,040	115	100	84	69	54	38	23	8	0	0	0
1,040	1,060	118	103	87	72	57	41	26	11	0	0	0
1,060	1,080	121	106	90	75	60	44	29	14	0	0	0
1,080	1,100	124	109	93	78	63	47	32	17	1	0	0
1,100	1,120	127	112	96	81	66	50	35	20	4	0	0
1,120	1,140	130	115	99	84	69	53	38	23	7	0	0
1,140	1,160	133	118	102	87	72	56	41	26	10	0	0
1,160	1,180	136	121	105	90	75	59	44	29	13	0	0
1,180	1,200	139	124	108	93	78	62	47	32	16	1	0
1,200	1,220	142	127	111	96	81	65	50	35	19	4	0
1,220	1,240	145	130	114	99	84	68	53	38	22	7	0
1,240	1,260	148	133	117	102	87	71	56	41	25	10	0
1,260	1,280	151	136	120	105	90	74	59	44	28	13	0
1,280	1,300	154	139	123	108	93	77	62	47	31	16	1
1,300	1,320	157	142	126	111	96	80	65	50	34	19	4
1,320	1,340	160	145	129	114	99	83	68	53	37	22	7
1,340	1,360	163	148	132	117	102	86	71	56	40	25	10
1,360	1,380	166	151	135	120	105	89	74	59	43	28	13
1,380	1,400	169	154	138	123	108	92	77	62	46	31	16
1,400	1,420	172	157	141	126	111	95	80	65	49	34	19

MARRIED Persons—SEMIMONTHLY Payroll Period
(For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$1,420	\$1,440	\$175	\$160	\$144	\$129	\$114	\$98	\$83	\$68	\$52	\$37	\$22
1,440	1,460	178	163	147	132	117	101	86	71	55	40	25
1,460	1,480	181	166	150	135	120	104	89	74	58	43	28
1,480	1,500	184	169	153	138	123	107	92	77	61	46	31
1,500	1,520	187	172	156	141	126	110	95	80	64	49	34
1,520	1,540	190	175	159	144	129	113	98	83	67	52	37
1,540	1,560	193	178	162	147	132	116	101	86	70	55	40
1,560	1,580	196	181	165	150	135	119	104	89	73	58	43
1,580	1,600	199	184	168	153	138	122	107	92	76	61	46
1,600	1,620	202	187	171	156	141	125	110	95	79	64	49
1,620	1,640	205	190	174	159	144	128	113	98	82	67	52
1,640	1,660	208	193	177	162	147	131	116	101	85	70	55
1,660	1,680	211	196	180	165	150	134	119	104	88	73	58
1,680	1,700	214	199	183	168	153	137	122	107	91	76	61
1,700	1,720	217	202	186	171	156	140	125	110	94	79	64
1,720	1,740	220	205	189	174	159	143	128	113	97	82	67
1,740	1,760	223	208	192	177	162	146	131	116	100	85	70
1,760	1,780	229	211	195	180	165	149	134	119	103	88	73
1,780	1,800	235	214	198	183	168	152	137	122	106	91	76
1,800	1,820	240	217	201	186	171	155	140	125	109	94	79
1,820	1,840	246	220	204	189	174	158	143	128	112	97	82
1,840	1,860	251	223	207	192	177	161	146	131	115	100	85
1,860	1,880	257	228	210	195	180	164	149	134	118	103	88
1,880	1,900	263	234	213	198	183	167	152	137	121	106	91
1,900	1,920	268	240	216	201	186	170	155	140	124	109	94
1,920	1,940	274	245	219	204	189	173	158	143	127	112	97
1,940	1,960	279	251	222	207	192	176	161	146	130	115	100
1,960	1,980	285	256	228	210	195	179	164	149	133	118	103
1,980	2,000	291	262	233	213	198	182	167	152	136	121	106
2,000	2,020	296	268	239	216	201	185	170	155	139	124	109
2,020	2,040	302	273	245	219	204	188	173	158	142	127	112
2,040	2,060	307	279	250	222	207	191	176	161	145	130	115
2,060	2,080	313	284	256	227	210	194	179	164	148	133	118
2,080	2,100	319	290	261	233	213	197	182	167	151	136	121
2,100	2,120	324	296	267	238	216	200	185	170	154	139	124
2,120	2,140	330	301	273	244	219	203	188	173	157	142	127
2,140	2,160	335	307	278	250	222	206	191	176	160	145	130
2,160	2,180	341	312	284	255	227	209	194	179	163	148	133
2,180	2,200	347	318	289	261	232	212	197	182	166	151	136
2,200	2,220	352	324	295	266	238	215	200	185	169	154	139
2,220	2,240	358	329	301	272	243	218	203	188	172	157	142
2,240	2,260	363	335	306	278	249	221	206	191	175	160	145
2,260	2,280	369	340	312	283	255	226	209	194	178	163	148
2,280	2,300	375	346	317	289	260	232	212	197	181	166	151
2,300	2,320	380	352	323	294	266	237	215	200	184	169	154
2,320	2,340	386	357	329	300	271	243	218	203	187	172	157
2,340	2,360	391	363	334	306	277	248	221	206	190	175	160
2,360	2,380	397	368	340	311	283	254	225	209	193	178	163
2,380	2,400	403	374	345	317	288	260	231	212	196	181	166
2,400	2,420	408	380	351	322	294	265	237	215	199	184	169
2,420	2,440	414	385	357	328	299	271	242	218	202	187	172
2,440	2,460	419	391	362	334	305	276	248	221	205	190	175
2,460	2,480	425	396	368	339	311	282	253	225	208	193	178
2,480	2,500	431	402	373	345	316	288	259	230	211	196	181
2,500	2,520	436	408	379	350	322	293	265	236	214	199	184
2,520	2,540	442	413	385	356	327	299	270	242	217	202	187
2,540	2,560	447	419	390	362	333	304	276	247	220	205	190
2,560	2,580	453	424	396	367	339	310	281	253	224	208	193
2,580	2,600	459	430	401	373	344	316	287	258	230	211	196
2,600	2,620	464	436	407	378	350	321	293	264	235	214	199
2,620	2,640	470	441	413	384	355	327	298	270	241	217	202
2,640	2,660	475	447	418	390	361	332	304	275	247	220	205
2,660	2,680	481	452	424	395	367	338	309	281	252	224	208
2,680	2,700	487	458	429	401	372	344	315	286	258	229	211
2,700	2,720	492	464	435	406	378	349	321	292	263	235	214

\$2,720 and over

Use Table 3(b) for a **MARRIED** person on page 29. Also see the instructions on page 27.

SINGLE Persons—MONTHLY Payroll Period
(For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$0	\$220	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
220	230	2	0	0	0	0	0	0	0	0	0	0
230	240	3	0	0	0	0	0	0	0	0	0	0
240	250	5	0	0	0	0	0	0	0	0	0	0
250	260	6	0	0	0	0	0	0	0	0	0	0
260	270	8	0	0	0	0	0	0	0	0	0	0
270	280	9	0	0	0	0	0	0	0	0	0	0
280	290	11	0	0	0	0	0	0	0	0	0	0
290	300	12	0	0	0	0	0	0	0	0	0	0
300	320	14	0	0	0	0	0	0	0	0	0	0
320	340	17	0	0	0	0	0	0	0	0	0	0
340	360	20	0	0	0	0	0	0	0	0	0	0
360	380	23	0	0	0	0	0	0	0	0	0	0
380	400	26	0	0	0	0	0	0	0	0	0	0
400	420	29	0	0	0	0	0	0	0	0	0	0
420	440	32	2	0	0	0	0	0	0	0	0	0
440	460	35	5	0	0	0	0	0	0	0	0	0
460	480	38	8	0	0	0	0	0	0	0	0	0
480	500	41	11	0	0	0	0	0	0	0	0	0
500	520	44	14	0	0	0	0	0	0	0	0	0
520	540	47	17	0	0	0	0	0	0	0	0	0
540	560	50	20	0	0	0	0	0	0	0	0	0
560	580	53	23	0	0	0	0	0	0	0	0	0
580	600	56	26	0	0	0	0	0	0	0	0	0
600	640	61	30	0	0	0	0	0	0	0	0	0
640	680	67	36	6	0	0	0	0	0	0	0	0
680	720	73	42	12	0	0	0	0	0	0	0	0
720	760	79	48	18	0	0	0	0	0	0	0	0
760	800	85	54	24	0	0	0	0	0	0	0	0
800	840	91	60	30	0	0	0	0	0	0	0	0
840	880	97	66	36	5	0	0	0	0	0	0	0
880	920	103	72	42	11	0	0	0	0	0	0	0
920	960	109	78	48	17	0	0	0	0	0	0	0
960	1,000	115	84	54	23	0	0	0	0	0	0	0
1,000	1,040	121	90	60	29	0	0	0	0	0	0	0
1,040	1,080	127	96	66	35	4	0	0	0	0	0	0
1,080	1,120	133	102	72	41	10	0	0	0	0	0	0
1,120	1,160	139	108	78	47	16	0	0	0	0	0	0
1,160	1,200	145	114	84	53	22	0	0	0	0	0	0
1,200	1,240	151	120	90	59	28	0	0	0	0	0	0
1,240	1,280	157	126	96	65	34	4	0	0	0	0	0
1,280	1,320	163	132	102	71	40	10	0	0	0	0	0
1,320	1,360	169	138	108	77	46	16	0	0	0	0	0
1,360	1,400	175	144	114	83	52	22	0	0	0	0	0
1,400	1,440	181	150	120	89	58	28	0	0	0	0	0
1,440	1,480	187	156	126	95	64	34	3	0	0	0	0
1,480	1,520	193	162	132	101	70	40	9	0	0	0	0
1,520	1,560	199	168	138	107	76	46	15	0	0	0	0
1,560	1,600	205	174	144	113	82	52	21	0	0	0	0
1,600	1,640	211	180	150	119	88	58	27	0	0	0	0
1,640	1,680	217	186	156	125	94	64	33	2	0	0	0
1,680	1,720	223	192	162	131	100	70	39	8	0	0	0
1,720	1,760	229	198	168	137	106	76	45	14	0	0	0
1,760	1,800	235	204	174	143	112	82	51	20	0	0	0
1,800	1,840	241	210	180	149	118	88	57	26	0	0	0
1,840	1,880	247	216	186	155	124	94	63	32	2	0	0
1,880	1,920	253	222	192	161	130	100	69	38	8	0	0
1,920	1,960	259	228	198	167	136	106	75	44	14	0	0
1,960	2,000	265	234	204	173	142	112	81	50	20	0	0
2,000	2,040	272	240	210	179	148	118	87	56	26	0	0
2,040	2,080	284	246	216	185	154	124	93	62	32	1	0
2,080	2,120	295	252	222	191	160	130	99	68	38	7	0
2,120	2,160	306	258	228	197	166	136	105	74	44	13	0
2,160	2,200	317	264	234	203	172	142	111	80	50	19	0
2,200	2,240	328	271	240	209	178	148	117	86	56	25	0
2,240	2,280	340	282	246	215	184	154	123	92	62	31	1
2,280	2,320	351	294	252	221	190	160	129	98	68	37	7
2,320	2,360	362	305	258	227	196	166	135	104	74	43	13
2,360	2,400	373	316	264	233	202	172	141	110	80	49	19
2,400	2,440	384	327	270	239	208	178	147	116	86	55	25

SINGLE Persons—MONTHLY Payroll Period

(For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$2,440	\$2,480	\$396	\$338	\$281	\$245	\$214	\$184	\$153	\$122	\$92	\$61	\$31
2,480	2,520	407	350	292	251	220	190	159	128	98	67	37
2,520	2,560	418	361	304	257	226	196	165	134	104	73	43
2,560	2,600	429	372	315	263	232	202	171	140	110	79	49
2,600	2,640	440	383	326	269	238	208	177	146	116	85	55
2,640	2,680	452	394	337	280	244	214	183	152	122	91	61
2,680	2,720	463	406	348	291	250	220	189	158	128	97	67
2,720	2,760	474	417	360	302	256	226	195	164	134	103	73
2,760	2,800	485	428	371	314	262	232	201	170	140	109	79
2,800	2,840	496	439	382	325	268	238	207	176	146	115	85
2,840	2,880	508	450	393	336	279	244	213	182	152	121	91
2,880	2,920	519	462	404	347	290	250	219	188	158	127	97
2,920	2,960	530	473	416	358	301	256	225	194	164	133	103
2,960	3,000	541	484	427	370	312	262	231	200	170	139	109
3,000	3,040	552	495	438	381	324	268	237	206	176	145	115
3,040	3,080	564	506	449	392	335	278	243	212	182	151	121
3,080	3,120	575	518	460	403	346	289	249	218	188	157	127
3,120	3,160	586	529	472	414	357	300	255	224	194	163	133
3,160	3,200	597	540	483	426	368	311	261	230	200	169	139
3,200	3,240	608	551	494	437	380	322	267	236	206	175	145
3,240	3,280	620	562	505	448	391	334	277	242	212	181	151
3,280	3,320	631	574	516	459	402	345	288	248	218	187	157
3,320	3,360	642	585	528	470	413	356	299	254	224	193	163
3,360	3,400	653	596	539	482	424	367	310	260	230	199	169
3,400	3,440	664	607	550	493	436	378	321	266	236	205	175
3,440	3,480	676	618	561	504	447	390	333	275	242	211	181
3,480	3,520	687	630	572	515	458	401	344	287	248	217	187
3,520	3,560	698	641	584	526	469	412	355	298	254	223	193
3,560	3,600	709	652	595	538	480	423	366	309	260	229	199
3,600	3,640	720	663	606	549	492	434	377	320	266	235	205
3,640	3,680	732	674	617	560	503	446	389	331	274	241	211
3,680	3,720	743	686	628	571	514	457	400	343	285	247	217
3,720	3,760	754	697	640	582	525	468	411	354	297	253	223
3,760	3,800	765	708	651	594	536	479	422	365	308	259	229
3,800	3,840	776	719	662	605	548	490	433	376	319	265	235
3,840	3,880	788	730	673	616	559	502	445	387	330	273	241
3,880	3,920	799	742	684	627	570	513	456	399	341	284	247
3,920	3,960	810	753	696	638	581	524	467	410	353	295	253
3,960	4,000	821	764	707	650	592	535	478	421	364	307	259
4,000	4,040	832	775	718	661	604	546	489	432	375	318	265
4,040	4,080	844	786	729	672	615	558	501	443	386	329	272
4,080	4,120	855	798	740	683	626	569	512	455	397	340	283
4,120	4,160	866	809	752	694	637	580	523	466	409	351	294
4,160	4,200	877	820	763	706	648	591	534	477	420	363	305
4,200	4,240	889	831	774	717	660	602	545	488	431	374	317
4,240	4,280	902	842	785	728	671	614	557	499	442	385	328
4,280	4,320	914	854	796	739	682	625	568	511	453	396	339
4,320	4,360	926	865	808	750	693	636	579	522	465	407	350
4,360	4,400	939	876	819	762	704	647	590	533	476	419	361
4,400	4,440	951	888	830	773	716	658	601	544	487	430	373
4,440	4,480	964	900	841	784	727	670	613	555	498	441	384
4,480	4,520	976	913	852	795	738	681	624	567	509	452	395
4,520	4,560	988	925	864	806	749	692	635	578	521	463	406
4,560	4,600	1,001	937	875	818	760	703	646	589	532	475	417
4,600	4,640	1,013	950	887	829	772	714	657	600	543	486	429
4,640	4,680	1,026	962	899	840	783	726	669	611	554	497	440
4,680	4,720	1,038	975	911	851	794	737	680	623	565	508	451
4,720	4,760	1,050	987	924	862	805	748	691	634	577	519	462
4,760	4,800	1,063	999	936	874	816	759	702	645	588	531	473
4,800	4,840	1,075	1,012	949	885	828	770	713	656	599	542	485
4,840	4,880	1,088	1,024	961	898	839	782	725	667	610	553	496
4,880	4,920	1,100	1,037	973	910	850	793	736	679	621	564	507
4,920	4,960	1,112	1,049	986	922	861	804	747	690	633	575	518
4,960	5,000	1,125	1,061	998	935	872	815	758	701	644	587	529
5,000	5,040	1,137	1,074	1,011	947	884	826	769	712	655	598	541

\$5,040 and over

Use Table 4(a) for a **SINGLE person** on page 29. Also see the instructions on page 27.

MARRIED Persons—MONTHLY Payroll Period

(For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$0	\$540	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
540	560	3	0	0	0	0	0	0	0	0	0	0
560	580	6	0	0	0	0	0	0	0	0	0	0
580	600	9	0	0	0	0	0	0	0	0	0	0
600	640	14	0	0	0	0	0	0	0	0	0	0
640	680	20	0	0	0	0	0	0	0	0	0	0
680	720	26	0	0	0	0	0	0	0	0	0	0
720	760	32	1	0	0	0	0	0	0	0	0	0
760	800	38	7	0	0	0	0	0	0	0	0	0
800	840	44	13	0	0	0	0	0	0	0	0	0
840	880	50	19	0	0	0	0	0	0	0	0	0
880	920	56	25	0	0	0	0	0	0	0	0	0
920	960	62	31	0	0	0	0	0	0	0	0	0
960	1,000	68	37	6	0	0	0	0	0	0	0	0
1,000	1,040	74	43	12	0	0	0	0	0	0	0	0
1,040	1,080	80	49	18	0	0	0	0	0	0	0	0
1,080	1,120	86	55	24	0	0	0	0	0	0	0	0
1,120	1,160	92	61	30	0	0	0	0	0	0	0	0
1,160	1,200	98	67	36	6	0	0	0	0	0	0	0
1,200	1,240	104	73	42	12	0	0	0	0	0	0	0
1,240	1,280	110	79	48	18	0	0	0	0	0	0	0
1,280	1,320	116	85	54	24	0	0	0	0	0	0	0
1,320	1,360	122	91	60	30	0	0	0	0	0	0	0
1,360	1,400	128	97	66	36	5	0	0	0	0	0	0
1,400	1,440	134	103	72	42	11	0	0	0	0	0	0
1,440	1,480	140	109	78	48	17	0	0	0	0	0	0
1,480	1,520	146	115	84	54	23	0	0	0	0	0	0
1,520	1,560	152	121	90	60	29	0	0	0	0	0	0
1,560	1,600	158	127	96	66	35	5	0	0	0	0	0
1,600	1,640	164	133	102	72	41	11	0	0	0	0	0
1,640	1,680	170	139	108	78	47	17	0	0	0	0	0
1,680	1,720	176	145	114	84	53	23	0	0	0	0	0
1,720	1,760	182	151	120	90	59	29	0	0	0	0	0
1,760	1,800	188	157	126	96	65	35	4	0	0	0	0
1,800	1,840	194	163	132	102	71	41	10	0	0	0	0
1,840	1,880	200	169	138	108	77	47	16	0	0	0	0
1,880	1,920	206	175	144	114	83	53	22	0	0	0	0
1,920	1,960	212	181	150	120	89	59	28	0	0	0	0
1,960	2,000	218	187	156	126	95	65	34	3	0	0	0
2,000	2,040	224	193	162	132	101	71	40	9	0	0	0
2,040	2,080	230	199	168	138	107	77	46	15	0	0	0
2,080	2,120	236	205	174	144	113	83	52	21	0	0	0
2,120	2,160	242	211	180	150	119	89	58	27	0	0	0
2,160	2,200	248	217	186	156	125	95	64	33	3	0	0
2,200	2,240	254	223	192	162	131	101	70	39	9	0	0
2,240	2,280	260	229	198	168	137	107	76	45	15	0	0
2,280	2,320	266	235	204	174	143	113	82	51	21	0	0
2,320	2,360	272	241	210	180	149	119	88	57	27	0	0
2,360	2,400	278	247	216	186	155	125	94	63	33	2	0
2,400	2,440	284	253	222	192	161	131	100	69	39	8	0
2,440	2,480	290	259	228	198	167	137	106	75	45	14	0
2,480	2,520	296	265	234	204	173	143	112	81	51	20	0
2,520	2,560	302	271	240	210	179	149	118	87	57	26	0
2,560	2,600	308	277	246	216	185	155	124	93	63	32	1
2,600	2,640	314	283	252	222	191	161	130	99	69	38	7
2,640	2,680	320	289	258	228	197	167	136	105	75	44	13
2,680	2,720	326	295	264	234	203	173	142	111	81	50	19
2,720	2,760	332	301	270	240	209	179	148	117	87	56	25
2,760	2,800	338	307	276	246	215	185	154	123	93	62	31
2,800	2,840	344	313	282	252	221	191	160	129	99	68	37
2,840	2,880	350	319	288	258	227	197	166	135	105	74	43
2,880	2,920	356	325	294	264	233	203	172	141	111	80	49
2,920	2,960	362	331	300	270	239	209	178	147	117	86	55
2,960	3,000	368	337	306	276	245	215	184	153	123	92	61
3,000	3,040	374	343	312	282	251	221	190	159	129	98	67
3,040	3,080	380	349	318	288	257	227	196	165	135	104	73
3,080	3,120	386	355	324	294	263	233	202	171	141	110	79
3,120	3,160	392	361	330	300	269	239	208	177	147	116	85
3,160	3,200	398	367	336	306	275	245	214	183	153	122	91
3,200	3,240	404	373	342	312	281	251	220	189	159	128	97

MARRIED Persons—MONTHLY Payroll Period

(For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$3,240	\$3,280	\$410	\$379	\$348	\$318	\$287	\$257	\$226	\$195	\$165	\$134	\$103
3,280	3,320	416	385	354	324	293	263	232	201	171	140	109
3,320	3,360	422	391	360	330	299	269	238	207	177	146	115
3,360	3,400	428	397	366	336	305	275	244	213	183	152	121
3,400	3,440	434	403	372	342	311	281	250	219	189	158	127
3,440	3,480	440	409	378	348	317	287	256	225	195	164	133
3,480	3,520	447	415	384	354	323	293	262	231	201	170	139
3,520	3,560	458	421	390	360	329	299	268	237	207	176	145
3,560	3,600	469	427	396	366	335	305	274	243	213	182	151
3,600	3,640	480	433	402	372	341	311	280	249	219	188	157
3,640	3,680	492	439	408	378	347	317	286	255	225	194	163
3,680	3,720	503	446	414	384	353	323	292	261	231	200	169
3,720	3,760	514	457	420	390	359	329	298	267	237	206	175
3,760	3,800	525	468	426	396	365	335	304	273	243	212	181
3,800	3,840	536	479	432	402	371	341	310	279	249	218	187
3,840	3,880	548	490	438	408	377	347	316	285	255	224	193
3,880	3,920	559	502	444	414	383	353	322	291	261	230	199
3,920	3,960	570	513	456	420	389	359	328	297	267	236	205
3,960	4,000	581	524	467	426	395	365	334	303	273	242	211
4,000	4,040	592	535	478	432	401	371	340	309	279	248	217
4,040	4,080	604	546	489	438	407	377	346	315	285	254	223
4,080	4,120	615	558	500	444	413	383	352	321	291	260	229
4,120	4,160	626	569	512	454	419	389	358	327	297	266	235
4,160	4,200	637	580	523	466	425	395	364	333	303	272	241
4,200	4,240	648	591	534	477	431	401	370	339	309	278	247
4,240	4,280	660	602	545	488	437	407	376	345	315	284	253
4,280	4,320	671	614	556	499	443	413	382	351	321	290	259
4,320	4,360	682	625	568	510	453	419	388	357	327	296	265
4,360	4,400	693	636	579	522	464	425	394	363	333	302	271
4,400	4,440	704	647	590	533	476	431	400	369	339	308	277
4,440	4,480	716	658	601	544	487	437	406	375	345	314	283
4,480	4,520	727	670	612	555	498	443	412	381	351	320	289
4,520	4,560	738	681	624	566	509	452	418	387	357	326	295
4,560	4,600	749	692	635	578	520	463	424	393	363	332	301
4,600	4,640	760	703	646	589	532	474	430	399	369	338	307
4,640	4,680	772	714	657	600	543	486	436	405	375	344	313
4,680	4,720	783	726	668	611	554	497	442	411	381	350	319
4,720	4,760	794	737	680	622	565	508	451	417	387	356	325
4,760	4,800	805	748	691	634	576	519	462	423	393	362	331
4,800	4,840	816	759	702	645	588	530	473	429	399	368	337
4,840	4,880	828	770	713	656	599	542	485	435	405	374	343
4,880	4,920	839	782	724	667	610	553	496	441	411	380	349
4,920	4,960	850	793	736	678	621	564	507	450	417	386	355
4,960	5,000	861	804	747	690	632	575	518	461	423	392	361
5,000	5,040	872	815	758	701	644	586	529	472	429	398	367
5,040	5,080	884	826	769	712	655	598	541	483	435	404	373
5,080	5,120	895	838	780	723	666	609	552	495	441	410	379
5,120	5,160	906	849	792	734	677	620	563	506	449	416	385
5,160	5,200	917	860	803	746	688	631	574	517	460	422	391
5,200	5,240	928	871	814	757	700	642	585	528	471	428	397
5,240	5,280	940	882	825	768	711	654	597	539	482	434	403
5,280	5,320	951	894	836	779	722	665	608	551	493	440	409
5,320	5,360	962	905	848	790	733	676	619	562	505	447	415
5,360	5,400	973	916	859	802	744	687	630	573	516	459	421
5,400	5,440	984	927	870	813	756	698	641	584	527	470	427
5,440	5,480	996	938	881	824	767	710	653	595	538	481	433
5,480	5,520	1,007	950	892	835	778	721	664	607	549	492	439
5,520	5,560	1,018	961	904	846	789	732	675	618	561	503	446
5,560	5,600	1,029	972	915	858	800	743	686	629	572	515	457
5,600	5,640	1,040	983	926	869	812	754	697	640	583	526	469
5,640	5,680	1,052	994	937	880	823	766	709	651	594	537	480
5,680	5,720	1,063	1,006	948	891	834	777	720	663	605	548	491
5,720	5,760	1,074	1,017	960	902	845	788	731	674	617	559	502
5,760	5,800	1,085	1,028	971	914	856	799	742	685	628	571	513
5,800	5,840	1,096	1,039	982	925	868	810	753	696	639	582	525

\$5,840 and over

Use Table 4(b) for a MARRIED person on page 29. Also see the instructions on page 27.

SINGLE Persons—DAILY OR MISCELLANEOUS Payroll Period

(For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$0	\$12	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
12	15	1	0	0	0	0	0	0	0	0	0	0
15	18	1	0	0	0	0	0	0	0	0	0	0
18	21	1	0	0	0	0	0	0	0	0	0	0
21	24	2	0	0	0	0	0	0	0	0	0	0
24	27	2	1	0	0	0	0	0	0	0	0	0
27	30	3	1	0	0	0	0	0	0	0	0	0
30	33	3	2	0	0	0	0	0	0	0	0	0
33	36	4	2	1	0	0	0	0	0	0	0	0
36	39	4	3	1	0	0	0	0	0	0	0	0
39	42	5	3	2	0	0	0	0	0	0	0	0
42	45	5	4	2	1	0	0	0	0	0	0	0
45	48	5	4	3	1	0	0	0	0	0	0	0
48	51	6	5	3	2	0	0	0	0	0	0	0
51	54	6	5	4	2	1	0	0	0	0	0	0
54	57	7	5	4	3	1	0	0	0	0	0	0
57	60	7	6	4	3	2	0	0	0	0	0	0
60	63	8	6	5	3	2	1	0	0	0	0	0
63	66	8	7	5	4	3	1	0	0	0	0	0
66	69	9	7	6	4	3	2	0	0	0	0	0
69	72	9	8	6	5	3	2	1	0	0	0	0
72	75	10	8	7	5	4	2	1	0	0	0	0
75	78	10	9	7	6	4	3	2	0	0	0	0
78	81	10	9	8	6	5	3	2	1	0	0	0
81	84	11	9	8	7	5	4	2	1	0	0	0
84	87	11	10	9	7	6	4	3	1	0	0	0
87	90	12	10	9	8	6	5	3	2	0	0	0
90	93	12	11	9	8	7	5	4	2	1	0	0
93	96	13	11	10	8	7	6	4	3	1	0	0
96	99	14	12	10	9	7	6	5	3	2	0	0
99	102	15	12	11	9	8	7	5	4	2	1	0
102	105	15	13	11	10	8	7	6	4	3	1	0
105	108	16	14	12	10	9	7	6	5	3	2	0
108	111	17	14	12	11	9	8	6	5	4	2	1
111	114	18	15	13	11	10	8	7	5	4	3	1
114	117	19	16	14	12	10	9	7	6	5	3	2
117	120	20	17	14	12	11	9	8	6	5	4	2
120	123	20	18	15	13	11	10	8	7	5	4	3
123	126	21	19	16	13	12	10	9	7	6	4	3
126	129	22	20	17	14	12	11	9	8	6	5	4
129	132	23	20	18	15	12	11	10	8	7	5	4
132	135	24	21	19	16	13	11	10	9	7	6	4
135	138	25	22	19	17	14	12	11	9	8	6	5
138	141	26	23	20	18	15	12	11	10	8	7	5
141	144	26	24	21	18	16	13	11	10	9	7	6
144	147	27	25	22	19	17	14	12	10	9	8	6
147	150	28	25	23	20	17	15	12	11	9	8	7
150	153	29	26	24	21	18	16	13	11	10	9	7
153	156	30	27	24	22	19	17	14	12	10	9	8
156	159	31	28	25	23	20	17	15	12	11	9	8
159	162	31	29	26	23	21	18	16	13	11	10	8
162	165	32	30	27	24	22	19	16	14	12	10	9
165	168	33	30	28	25	23	20	17	15	12	11	9
168	171	34	31	29	26	23	21	18	15	13	11	10
171	174	35	32	29	27	24	22	19	16	14	12	10
174	177	36	33	30	28	25	22	20	17	14	12	11
177	180	36	34	31	29	26	23	21	18	15	13	11
180	183	37	35	32	29	27	24	21	19	16	14	12
183	186	38	35	33	30	28	25	22	20	17	14	12
186	189	39	36	34	31	28	26	23	20	18	15	13
189	192	40	37	35	32	29	27	24	21	19	16	13
192	195	41	38	35	33	30	27	25	22	20	17	14
195	198	42	39	36	34	31	28	26	23	20	18	15
198	201	43	40	37	34	32	29	26	24	21	19	16
201	204	43	41	38	35	33	30	27	25	22	19	17
204	207	44	41	39	36	33	31	28	26	23	20	18
207	210	45	42	40	37	34	32	29	26	24	21	18
210	213	46	43	40	38	35	32	30	27	25	22	19
213	216	47	44	41	39	36	33	31	28	25	23	20
216	219	48	45	42	39	37	34	32	29	26	24	21

SINGLE Persons—DAILY OR MISCELLANEOUS Payroll Period (For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$219	\$222	\$49	\$46	\$43	\$40	\$38	\$35	\$32	\$30	\$27	\$24	\$22
222	225	50	47	44	41	38	36	33	31	28	25	23
225	228	51	48	45	42	39	37	34	31	29	26	23
228	231	52	49	46	43	40	38	35	32	30	27	24
231	234	53	50	47	44	41	38	36	33	30	28	25
234	237	54	51	48	45	42	39	37	34	31	29	26
237	240	55	52	49	46	43	40	37	35	32	29	27
240	243	56	53	50	47	44	41	38	36	33	30	28
243	246	56	54	51	48	45	42	39	36	34	31	29
246	249	57	54	52	49	46	43	40	37	35	32	29
249	252	58	55	52	50	47	44	41	38	35	33	30
252	255	59	56	53	50	48	45	42	39	36	34	31
255	258	60	57	54	51	48	46	43	40	37	35	32
258	261	61	58	55	52	49	46	44	41	38	35	33
261	264	62	59	56	53	50	47	45	42	39	36	34
264	267	63	60	57	54	51	48	45	43	40	37	34
267	270	64	61	58	55	52	49	46	43	41	38	35
270	273	65	62	59	56	53	50	47	44	41	39	36
273	276	66	63	60	57	54	51	48	45	42	40	37
276	279	67	64	61	58	55	52	49	46	43	40	38
279	282	68	65	62	59	56	53	50	47	44	41	39
282	285	69	66	63	60	57	54	51	48	45	42	39
285	288	69	67	64	61	58	55	52	49	46	43	40
288	291	70	67	65	62	59	56	53	50	47	44	41
291	294	71	68	65	63	60	57	54	51	48	45	42
294	297	72	69	66	63	61	58	55	52	49	46	43
297	300	73	70	67	64	62	59	56	53	50	47	44
300	303	74	71	68	65	62	60	57	54	51	48	45
303	306	75	72	69	66	63	60	58	55	52	49	46
306	309	76	73	70	67	64	61	58	56	53	50	47
309	312	77	74	71	68	65	62	59	56	54	51	48
312	315	78	75	72	69	66	63	60	57	54	52	49
315	318	79	76	73	70	67	64	61	58	55	52	50
318	321	80	77	74	71	68	65	62	59	56	53	50
321	324	81	78	75	72	69	66	63	60	57	54	51
324	327	82	79	76	73	70	67	64	61	58	55	52
327	330	82	80	77	74	71	68	65	62	59	56	53
330	333	83	81	78	75	72	69	66	63	60	57	54
333	336	84	81	79	76	73	70	67	64	61	58	55
336	339	85	82	79	77	74	71	68	65	62	59	56
339	341	86	83	80	77	74	71	69	66	63	60	57
341	343	87	84	81	78	75	72	69	66	63	60	57
343	345	87	84	81	79	76	73	70	67	64	61	58
345	347	88	85	82	79	76	73	70	67	65	62	59
347	349	89	86	83	80	77	74	71	68	65	62	59
349	351	89	86	83	80	77	75	72	69	66	63	60
351	353	90	87	84	81	78	75	72	69	66	63	61
353	355	90	87	85	82	79	76	73	70	67	64	61
355	357	91	88	85	82	79	76	73	71	68	65	62
357	359	92	89	86	83	80	77	74	71	68	65	62
359	361	92	89	86	83	81	78	75	72	69	66	63
361	363	93	90	87	84	81	78	75	72	70	67	64
363	365	93	91	88	85	82	79	76	73	70	67	64
365	367	94	91	88	85	82	80	77	74	71	68	65
367	369	95	92	89	86	83	80	77	74	71	68	66
369	371	95	92	90	87	84	81	78	75	72	69	66
371	373	96	93	90	87	84	81	78	76	73	70	67
373	375	97	94	91	88	85	82	79	76	73	70	67
375	377	97	94	91	88	86	83	80	77	74	71	68
377	379	98	95	92	89	86	83	80	77	74	72	69
379	381	98	96	93	90	87	84	81	78	75	72	69
381	383	99	96	93	90	87	84	82	79	76	73	70
383	385	100	97	94	91	88	85	82	79	76	73	70
385	387	100	97	94	92	89	86	83	80	77	74	71
387	389	101	98	95	92	89	86	83	80	78	75	72

\$389 and over

Use Table 8(a) for a **SINGLE person** on page 30. Also see the instructions on page 27.

MARRIED Persons—DAILY OR MISCELLANEOUS Payroll Period

(For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
27	30	1	0	0	0	0	0	0	0	0	0	0
30	33	1	0	0	0	0	0	0	0	0	0	0
33	36	2	0	0	0	0	0	0	0	0	0	0
36	39	2	1	0	0	0	0	0	0	0	0	0
39	42	2	1	0	0	0	0	0	0	0	0	0
42	45	3	1	0	0	0	0	0	0	0	0	0
45	48	3	2	0	0	0	0	0	0	0	0	0
48	51	4	2	1	0	0	0	0	0	0	0	0
51	54	4	3	1	0	0	0	0	0	0	0	0
54	57	5	3	2	0	0	0	0	0	0	0	0
57	60	5	4	2	1	0	0	0	0	0	0	0
60	63	6	4	3	1	0	0	0	0	0	0	0
63	66	6	5	3	2	0	0	0	0	0	0	0
66	69	6	5	4	2	1	0	0	0	0	0	0
69	72	7	5	4	3	1	0	0	0	0	0	0
72	75	7	6	5	3	2	0	0	0	0	0	0
75	78	8	6	5	4	2	1	0	0	0	0	0
78	81	8	7	5	4	3	1	0	0	0	0	0
81	84	9	7	6	4	3	2	0	0	0	0	0
84	87	9	8	6	5	4	2	1	0	0	0	0
87	90	10	8	7	5	4	3	1	0	0	0	0
90	93	10	9	7	6	4	3	2	0	0	0	0
93	96	11	9	8	6	5	3	2	1	0	0	0
96	99	11	10	8	7	5	4	2	1	0	0	0
99	102	11	10	9	7	6	4	3	2	0	0	0
102	105	12	10	9	8	6	5	3	2	1	0	0
105	108	12	11	9	8	7	5	4	2	1	0	0
108	111	13	11	10	9	7	6	4	3	1	0	0
111	114	13	12	10	9	8	6	5	3	2	0	0
114	117	14	12	11	9	8	7	5	4	2	1	0
117	120	14	13	11	10	8	7	6	4	3	1	0
120	123	15	13	12	10	9	7	6	5	3	2	0
123	126	15	14	12	11	9	8	7	5	4	2	1
126	129	15	14	13	11	10	8	7	6	4	3	1
129	132	16	14	13	12	10	9	7	6	5	3	2
132	135	16	15	14	12	11	9	8	6	5	4	2
135	138	17	15	14	13	11	10	8	7	6	4	3
138	141	17	16	14	13	12	10	9	7	6	5	3
141	144	18	16	15	13	12	11	9	8	6	5	4
144	147	18	17	15	14	13	11	10	8	7	5	4
147	150	19	17	16	14	13	12	10	9	7	6	4
150	153	19	18	16	15	13	12	11	9	8	6	5
153	156	20	18	17	15	14	12	11	10	8	7	5
156	159	20	19	17	16	14	13	11	10	9	7	6
159	162	20	19	18	16	15	13	12	11	9	8	6
162	165	21	19	18	17	15	14	12	11	10	8	7
165	168	22	20	18	17	16	14	13	11	10	9	7
168	171	23	20	19	18	16	15	13	12	10	9	8
171	174	24	21	19	18	17	15	14	12	11	9	8
174	177	25	22	20	18	17	16	14	13	11	10	9
177	180	25	23	20	19	17	16	15	13	12	10	9
180	183	26	24	21	19	18	16	15	14	12	11	9
183	186	27	24	22	20	18	17	16	14	13	11	10
186	189	28	25	23	20	19	17	16	15	13	12	10
189	192	29	26	23	21	19	18	16	15	14	12	11
192	195	30	27	24	22	20	18	17	15	14	13	11
195	198	30	28	25	22	20	19	17	16	15	13	12
198	201	31	29	26	23	21	19	18	16	15	14	12
201	204	32	29	27	24	22	20	18	17	15	14	13
204	207	33	30	28	25	22	20	19	17	16	14	13
207	210	34	31	28	26	23	21	19	18	16	15	13
210	213	35	32	29	27	24	21	20	18	17	15	14
213	216	35	33	30	28	25	22	20	19	17	16	14
216	219	36	34	31	28	26	23	20	19	18	16	15
219	222	37	34	32	29	27	24	21	20	18	17	15
222	225	38	35	33	30	27	25	22	20	19	17	16
225	228	39	36	34	31	28	26	23	20	19	18	16
228	231	40	37	34	32	29	26	24	21	19	18	17
231	234	40	38	35	33	30	27	25	22	20	18	17

MARRIED Persons—DAILY OR MISCELLANEOUS Payroll Period
(For Wages Paid in 1994)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$234	\$237	\$41	\$39	\$36	\$33	\$31	\$28	\$25	\$23	\$20	\$19	\$18
237	240	42	40	37	34	32	29	26	24	21	19	18
240	243	43	40	38	35	32	30	27	25	22	20	18
243	246	44	41	39	36	33	31	28	25	23	20	19
246	249	45	42	39	37	34	31	29	26	24	21	19
249	252	46	43	40	38	35	32	30	27	24	22	20
252	255	46	44	41	38	36	33	31	28	25	23	20
255	258	47	45	42	39	37	34	31	29	26	23	21
258	261	48	45	43	40	37	35	32	30	27	24	22
261	264	49	46	44	41	38	36	33	30	28	25	23
264	267	50	47	44	42	39	37	34	31	29	26	23
267	270	51	48	45	43	40	37	35	32	29	27	24
270	273	51	49	46	43	41	38	36	33	30	28	25
273	276	52	50	47	44	42	39	36	34	31	29	26
276	279	53	50	48	45	43	40	37	35	32	29	27
279	282	54	51	49	46	43	41	38	35	33	30	28
282	285	55	52	49	47	44	42	39	36	34	31	28
285	288	56	53	50	48	45	42	40	37	34	32	29
288	291	56	54	51	49	46	43	41	38	35	33	30
291	294	57	55	52	49	47	44	41	39	36	34	31
294	297	58	55	53	50	48	45	42	40	37	34	32
297	300	59	56	54	51	48	46	43	40	38	35	33
300	303	60	57	55	52	49	47	44	41	39	36	33
303	306	61	58	55	53	50	47	45	42	40	37	34
306	309	61	59	56	54	51	48	46	43	40	38	35
309	312	62	60	57	54	52	49	46	44	41	39	36
312	315	63	61	58	55	53	50	47	45	42	39	37
315	318	64	61	59	56	53	51	48	46	43	40	38
318	321	65	62	60	57	54	52	49	46	44	41	38
321	324	66	63	60	58	55	52	50	47	45	42	39
324	327	67	64	61	59	56	53	51	48	45	43	40
327	330	68	65	62	59	57	54	52	49	46	44	41
330	333	69	66	63	60	58	55	52	50	47	44	42
333	336	69	67	64	61	58	56	53	51	48	45	43
336	339	70	67	65	62	59	57	54	51	49	46	44
339	341	71	68	65	63	60	57	55	52	49	47	44
341	343	72	69	66	63	61	58	55	53	50	47	45
343	345	72	69	67	64	61	59	56	53	51	48	45
345	347	73	70	67	64	62	59	56	54	51	49	46
347	349	74	71	68	65	62	60	57	54	52	49	46
349	351	74	71	68	65	63	60	58	55	52	50	47
351	353	75	72	69	66	63	61	58	55	53	50	48
353	355	75	73	70	67	64	61	59	56	53	51	48
355	357	76	73	70	67	65	62	59	57	54	51	49
357	359	77	74	71	68	65	62	60	57	55	52	49
359	361	77	74	72	69	66	63	60	58	55	52	50
361	363	78	75	72	69	66	64	61	58	56	53	50
363	365	79	76	73	70	67	64	61	59	56	54	51
365	367	79	76	73	70	68	65	62	59	57	54	51
367	369	80	77	74	71	68	65	63	60	57	55	52
369	371	80	78	75	72	69	66	63	61	58	55	53
371	373	81	78	75	72	69	66	64	61	58	56	53
373	375	82	79	76	73	70	67	64	62	59	56	54
375	377	82	79	76	74	71	68	65	62	60	57	54
377	379	83	80	77	74	71	68	65	63	60	57	55
379	381	84	81	78	75	72	69	66	63	61	58	55
381	383	84	81	78	75	72	70	67	64	61	59	56
383	385	85	82	79	76	73	70	67	64	62	59	57
385	387	85	82	80	77	74	71	68	65	62	60	57
387	389	86	83	80	77	74	71	69	66	63	60	58
389	391	87	84	81	78	75	72	69	66	63	61	58
391	393	87	84	81	79	76	73	70	67	64	61	59
393	395	88	85	82	79	76	73	70	67	65	62	59
395	397	89	86	83	80	77	74	71	68	65	63	60
397	399	89	86	83	80	77	75	72	69	66	63	60

\$399 and over

Use Table 8(b) for a **MARRIED** person on page 30. Also see the instructions on page 27.

1.45% Medicare Employee Tax Table for 1994

Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld
\$0.00	\$0.35	\$0.00	\$28.63	\$29.32	\$.42	\$57.59	\$58.28	\$.84	\$86.56	\$87.25	\$1.26
.35	1.04	.01	29.32	30.00	.43	58.28	58.97	.85	87.25	87.94	1.27
1.04	1.73	.02	30.00	30.69	.44	58.97	59.66	.86	87.94	88.63	1.28
1.73	2.42	.03	30.69	31.38	.45	59.66	60.35	.87	88.63	89.32	1.29
2.42	3.11	.04	31.38	32.07	.46	60.35	61.04	.88	89.32	90.00	1.30
3.11	3.80	.05	32.07	32.76	.47	61.04	61.73	.89	90.00	90.69	1.31
3.80	4.49	.06	32.76	33.45	.48	61.73	62.42	.90	90.69	91.38	1.32
4.49	5.18	.07	33.45	34.14	.49	62.42	63.11	.91	91.38	92.07	1.33
5.18	5.87	.08	34.14	34.83	.50	63.11	63.80	.92	92.07	92.76	1.34
5.87	6.56	.09	34.83	35.52	.51	63.80	64.49	.93	92.76	93.45	1.35
6.56	7.25	.10	35.52	36.21	.52	64.49	65.18	.94	93.45	94.14	1.36
7.25	7.94	.11	36.21	36.90	.53	65.18	65.87	.95	94.14	94.83	1.37
7.94	8.63	.12	36.90	37.59	.54	65.87	66.56	.96	94.83	95.52	1.38
8.63	9.32	.13	37.59	38.28	.55	66.56	67.25	.97	95.52	96.21	1.39
9.32	10.00	.14	38.28	38.97	.56	67.25	67.94	.98	96.21	96.90	1.40
10.00	10.69	.15	38.97	39.66	.57	67.94	68.63	.99	96.90	97.59	1.41
10.69	11.38	.16	39.66	40.35	.58	68.63	69.32	1.00	97.59	98.28	1.42
11.38	12.07	.17	40.35	41.04	.59	69.32	70.00	1.01	98.28	98.97	1.43
12.07	12.76	.18	41.04	41.73	.60	70.00	70.69	1.02	98.97	99.66	1.44
12.76	13.45	.19	41.73	42.42	.61	70.69	71.38	1.03	99.66	100.00	1.45
13.45	14.14	.20	42.42	43.11	.62	71.38	72.07	1.04			
14.14	14.83	.21	43.11	43.80	.63	72.07	72.76	1.05			
14.83	15.52	.22	43.80	44.49	.64	72.76	73.45	1.06			
15.52	16.21	.23	44.49	45.18	.65	73.45	74.14	1.07			
16.21	16.90	.24	45.18	45.87	.66	74.14	74.83	1.08			
16.90	17.59	.25	45.87	46.56	.67	74.83	75.52	1.09			
17.59	18.28	.26	46.56	47.25	.68	75.52	76.21	1.10			
18.28	18.97	.27	47.25	47.94	.69	76.21	76.90	1.11			
18.97	19.66	.28	47.94	48.63	.70	76.90	77.59	1.12			
19.66	20.35	.29	48.63	49.32	.71	77.59	78.28	1.13			
20.35	21.04	.30	49.32	50.00	.72	78.28	78.97	1.14			
21.04	21.73	.31	50.00	50.69	.73	78.97	79.66	1.15			
21.73	22.42	.32	50.69	51.38	.74	79.66	80.35	1.16			
22.42	23.11	.33	51.38	52.07	.75	80.35	81.04	1.17			
23.11	23.80	.34	52.07	52.76	.76	81.04	81.73	1.18			
23.80	24.49	.35	52.76	53.45	.77	81.73	82.42	1.19			
24.49	25.18	.36	53.45	54.14	.78	82.42	83.11	1.20			
25.18	25.87	.37	54.14	54.83	.79	83.11	83.80	1.21			
25.87	26.56	.38	54.83	55.52	.80	83.80	84.49	1.22			
26.56	27.25	.39	55.52	56.21	.81	84.49	85.18	1.23			
27.25	27.94	.40	56.21	56.90	.82	85.18	85.87	1.24			
27.94	28.63	.41	56.90	57.59	.83	85.87	86.56	1.25			
									Wages	Taxes	
									\$100	\$1.45	
									200	2.90	
									300	4.35	
									400	5.80	
									500	7.25	
									600	8.70	
									700	10.15	
									800	11.60	
									900	13.05	
									1,000	14.50	

Tables for Percentage Method of Advance EIC Payments
(For Wages Paid in 1994)

Table 1. WEEKLY Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$149 . .	15.78% of wages
\$149	\$211 . .	\$24
\$211	\$24 less 9.588% of wages in excess of \$211

(b) MARRIED With Both Spouses Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$74 . . .	15.78% of wages
\$74	\$105 . .	\$12
\$105	\$12 less 9.588% of wages in excess of \$105

Table 2. BIWEEKLY Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$298 . .	15.78% of wages
\$298	\$423 . .	\$47
\$423	\$47 less 9.588% of wages in excess of \$423

(b) MARRIED With Both Spouses Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$149 . .	15.78% of wages
\$149	\$211 . .	\$24
\$211	\$24 less 9.588% of wages in excess of \$211

Table 3. SEMIMONTHLY Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$322 . .	15.78% of wages
\$322	\$458 . .	\$51
\$458	\$51 less 9.588% of wages in excess of \$458

(b) MARRIED With Both Spouses Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$161 . .	15.78% of wages
\$161	\$229 . .	\$25
\$229	\$25 less 9.588% of wages in excess of \$229

Table 4. MONTHLY Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$645 . .	15.78% of wages
\$645	\$916 . .	\$102
\$916	\$102 less 9.588% of wages in excess of \$916

(b) MARRIED With Both Spouses Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$322 . .	15.78% of wages
\$322	\$458 . .	\$51
\$458	\$51 less 9.588% of wages in excess of \$458

Tables for Percentage Method of Advance EIC Payments (Continued)

(For Wages Paid in 1994)

Table 5. QUARTERLY Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate			(b) MARRIED With Both Spouses Filing Certificate		
If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:	If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—		Over—	But not over—	
\$0	\$1,937 . . .	15.78% of wages	\$0	\$968 . . .	15.78% of wages
\$1,937	\$2,750 . . .	\$306	\$968	\$1,375 . . .	\$153
\$2,750	\$306 less 9.588% of wages in excess of \$2,750	\$1,375	\$153 less 9.588% of wages in excess of \$1,375

Table 6. SEMIANNUAL Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate			(b) MARRIED With Both Spouses Filing Certificate		
If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:	If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—		Over—	But not over—	
\$0	\$3,875 . . .	15.78% of wages	\$0	\$1,937 . . .	15.78% of wages
\$3,875	\$5,500 . . .	\$611	\$1,937	\$2,750 . . .	\$306
\$5,500	\$611 less 9.588% of wages in excess of \$5,500	\$2,750	\$306 less 9.588% of wages in excess of \$2,750

Table 7. ANNUAL Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate			(b) MARRIED With Both Spouses Filing Certificate		
If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:	If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—		Over—	But not over—	
\$0	\$7,750 . . .	15.78% of wages	\$0	\$3,875 . . .	15.78% of wages
\$7,750	\$11,000 . . .	\$1,223	\$3,875	\$5,500 . . .	\$611
\$11,000	\$1,223 less 9.588% of wages in excess of \$11,000	\$5,500	\$611 less 9.588% of wages in excess of \$5,500

Table 8. DAILY or MISCELLANEOUS Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate			(b) MARRIED With Both Spouses Filing Certificate		
If the wages divided by the number of days in such period (before deducting withholding allowances) are:		The amount of payment to be made is the following amount multiplied by the number of days in such period:	If the wages divided by the number of days in such period (before deducting withholding allowances) are:		The amount of payment to be made is the following amount multiplied by the number of days in such period:
Over—	But not over—		Over—	But not over—	
\$0	\$29 . . .	15.78% of wages	\$0	\$14 . . .	15.78% of wages
\$29	\$42 . . .	\$5	\$14	\$21 . . .	\$2
\$42	\$5 less 9.588% of wages in excess of \$42	\$21	\$2 less 9.588% of wages in excess of \$21

Tables for Wage Bracket Method of Advance EIC Payments (For Wages Paid in 1994)

WEEKLY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$0	\$5	\$0	\$70	\$75	\$11	\$140	\$145	\$22	\$330	\$340	\$11
5	10	1	75	80	12	145	210	23	340	350	10
10	15	2	80	85	13	210	220	23	350	360	9
15	20	2	85	90	13	220	230	22	360	370	8
20	25	3	90	95	14	230	240	21	370	380	7
25	30	4	95	100	15	240	250	20	380	390	6
30	35	5	100	105	16	250	260	19	390	400	5
35	40	6	105	110	17	260	270	18	400	410	4
40	45	6	110	115	17	270	280	17	410	420	4
45	50	7	115	120	18	280	290	16	420	430	3
50	55	8	120	125	19	290	300	15	430	440	2
55	60	9	125	130	20	300	310	14	440	450	1
60	65	9	130	135	21	310	320	13	450	- - -	0
65	70	10	135	140	21	320	330	12			

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$0	\$5	\$0	\$35	\$40	\$6	\$70	\$105	\$11	\$165	\$175	\$5
5	10	1	40	45	6	105	115	11	175	185	4
10	15	2	45	50	7	115	125	10	185	195	3
15	20	2	50	55	8	125	135	9	195	205	2
20	25	3	55	60	9	135	145	8	205	215	1
25	30	4	60	65	9	145	155	7	215	- - -	0
30	35	5	65	70	10	155	165	6			

BIWEEKLY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$0	\$5	\$0	\$140	\$145	\$22	\$280	\$285	\$44	\$660	\$670	\$23
5	10	1	145	150	23	285	290	45	670	680	22
10	15	2	150	155	24	290	295	46	680	690	21
15	20	2	155	160	24	295	420	47	690	700	20
20	25	3	160	165	25	420	430	46	700	710	20
25	30	4	165	170	26	430	440	45	710	720	19
30	35	5	170	175	27	440	450	44	720	730	18
35	40	6	175	180	28	450	460	43	730	740	17
40	45	6	180	185	28	460	470	43	740	750	16
45	50	7	185	190	29	470	480	42	750	760	15
50	55	8	190	195	30	480	490	41	760	770	14
55	60	9	195	200	31	490	500	40	770	780	13
60	65	9	200	205	32	500	510	39	780	790	12
65	70	10	205	210	32	510	520	38	790	800	11
70	75	11	210	215	33	520	530	37	800	810	10
75	80	12	215	220	34	530	540	36	810	820	9
80	85	13	220	225	35	540	550	35	820	830	8
85	90	13	225	230	36	550	560	34	830	840	7
90	95	14	230	235	36	560	570	33	840	850	6
95	100	15	235	240	37	570	580	32	850	860	5
100	105	16	240	245	38	580	590	31	860	870	4
105	110	17	245	250	39	590	600	30	870	880	3
110	115	17	250	255	39	600	610	29	880	890	2
115	120	18	255	260	40	610	620	28	890	900	1
120	125	19	260	265	41	620	630	27	900	- - -	0
125	130	20	265	270	42	630	640	26			
130	135	21	270	275	43	640	650	25			
135	140	21	275	280	43	650	660	24			

BIWEEKLY Payroll Period

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$0	\$5	\$0	\$70	\$75	\$11	\$140	\$145	\$22	\$330	\$340	\$11
5	10	1	75	80	12	145	210	23	340	350	10
10	15	2	80	85	13	210	220	23	350	360	9
15	20	2	85	90	13	220	230	22	360	370	8
20	25	3	90	95	14	230	240	21	370	380	7
25	30	4	95	100	15	240	250	20	380	390	6
30	35	5	100	105	16	250	260	19	390	400	5
35	40	6	105	110	17	260	270	18	400	410	4
40	45	6	110	115	17	270	280	17	410	420	4
45	50	7	115	120	18	280	290	16	420	430	3
50	55	8	120	125	19	290	300	15	430	440	2
55	60	9	125	130	20	300	310	14	440	450	1
60	65	9	130	135	21	310	320	13	450	---	0
65	70	10	135	140	21	320	330	12			

SEMIMONTHLY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$0	\$5	\$0	\$150	\$155	\$24	\$300	\$305	\$47	\$705	\$715	\$26
5	10	1	155	160	24	305	310	48	715	725	25
10	15	2	160	165	25	310	315	49	725	735	24
15	20	2	165	170	26	315	320	50	735	745	23
20	25	3	170	175	27	320	455	50	745	755	23
25	30	4	175	180	28	455	465	50	755	765	22
30	35	5	180	185	28	465	475	49	765	775	21
35	40	6	185	190	29	475	485	48	775	785	20
40	45	6	190	195	30	485	495	47	785	795	19
45	50	7	195	200	31	495	505	46	795	805	18
50	55	8	200	205	32	505	515	46	805	815	17
55	60	9	205	210	32	515	525	45	815	825	16
60	65	9	210	215	33	525	535	44	825	835	15
65	70	10	215	220	34	535	545	43	835	845	14
70	75	11	220	225	35	545	555	42	845	855	13
75	80	12	225	230	36	555	565	41	855	865	12
80	85	13	230	235	36	565	575	40	865	875	11
85	90	13	235	240	37	575	585	39	875	885	10
90	95	14	240	245	38	585	595	38	885	895	9
95	100	15	245	250	39	595	605	37	895	905	8
100	105	16	250	255	39	605	615	36	905	915	7
105	110	17	255	260	40	615	625	35	915	925	6
110	115	17	260	265	41	625	635	34	925	935	5
115	120	18	265	270	42	635	645	33	935	945	4
120	125	19	270	275	43	645	655	32	945	955	3
125	130	20	275	280	43	655	665	31	955	965	2
130	135	21	280	285	44	665	675	30	965	975	1
135	140	21	285	290	45	675	685	29	975	---	0
140	145	22	290	295	46	685	695	28			
145	150	23	295	300	47	695	705	27			

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$0	\$5	\$0	\$50	\$55	\$8	\$100	\$105	\$16	\$150	\$155	\$24
5	10	1	55	60	9	105	110	17	155	160	24
10	15	2	60	65	9	110	115	17	160	225	25
15	20	2	65	70	10	115	120	18	225	235	25
20	25	3	70	75	11	120	125	19	235	245	24
25	30	4	75	80	12	125	130	20	245	255	23
30	35	5	80	85	13	130	135	21	255	265	22
35	40	6	85	90	13	135	140	21	265	275	21
40	45	6	90	95	14	140	145	22	275	285	20
45	50	7	95	100	15	145	150	23	285	295	19

(continued on next page)

SEMIMONTHLY Payroll Period

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$295	\$305	\$18	\$345	\$355	\$13	\$395	\$405	\$9	\$445	\$455	\$4
305	315	17	355	365	12	405	415	8	455	465	3
315	325	16	365	375	11	415	425	7	465	475	2
325	335	15	375	385	11	425	435	6	475	485	1
335	345	14	385	395	10	435	445	5	485	---	0

MONTHLY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$0	\$5	\$0	\$275	\$280	\$43	\$550	\$555	\$87	\$1,265	\$1,275	\$68
5	10	1	280	285	44	555	560	88	1,275	1,285	67
10	15	2	285	290	45	560	565	88	1,285	1,295	66
15	20	2	290	295	46	565	570	89	1,295	1,305	65
20	25	3	295	300	47	570	575	90	1,305	1,315	64
25	30	4	300	305	47	575	580	91	1,315	1,325	63
30	35	5	305	310	48	580	585	92	1,325	1,335	62
35	40	6	310	315	49	585	590	92	1,335	1,345	61
40	45	6	315	320	50	590	595	93	1,345	1,355	60
45	50	7	320	325	50	595	600	94	1,355	1,365	59
50	55	8	325	330	51	600	605	95	1,365	1,375	58
55	60	9	330	335	52	605	610	95	1,375	1,385	57
60	65	9	335	340	53	610	615	96	1,385	1,395	56
65	70	10	340	345	54	615	620	97	1,395	1,405	55
70	75	11	345	350	54	620	625	98	1,405	1,415	54
75	80	12	350	355	55	625	630	99	1,415	1,425	53
80	85	13	355	360	56	630	635	99	1,425	1,435	52
85	90	13	360	365	57	635	640	100	1,435	1,445	51
90	95	14	365	370	58	640	645	101	1,445	1,455	50
95	100	15	370	375	58	645	915	102	1,455	1,465	49
100	105	16	375	380	59	915	925	101	1,465	1,475	48
105	110	17	380	385	60	925	935	100	1,475	1,485	47
110	115	17	385	390	61	935	945	99	1,485	1,495	46
115	120	18	390	395	62	945	955	98	1,495	1,505	46
120	125	19	395	400	62	955	965	97	1,505	1,515	45
125	130	20	400	405	63	965	975	96	1,515	1,525	44
130	135	21	405	410	64	975	985	95	1,525	1,535	43
135	140	21	410	415	65	985	995	94	1,535	1,545	42
140	145	22	415	420	65	995	1,005	93	1,545	1,555	41
145	150	23	420	425	66	1,005	1,015	92	1,555	1,565	40
150	155	24	425	430	67	1,015	1,025	92	1,565	1,575	39
155	160	24	430	435	68	1,025	1,035	91	1,575	1,585	38
160	165	25	435	440	69	1,035	1,045	90	1,585	1,595	37
165	170	26	440	445	69	1,045	1,055	89	1,595	1,605	36
170	175	27	445	450	70	1,055	1,065	88	1,605	1,615	35
175	180	28	450	455	71	1,065	1,075	87	1,615	1,625	34
180	185	28	455	460	72	1,075	1,085	86	1,625	1,635	33
185	190	29	460	465	73	1,085	1,095	85	1,635	1,645	32
190	195	30	465	470	73	1,095	1,105	84	1,645	1,655	31
195	200	31	470	475	74	1,105	1,115	83	1,655	1,665	30
200	205	32	475	480	75	1,115	1,125	82	1,665	1,675	29
205	210	32	480	485	76	1,125	1,135	81	1,675	1,685	28
210	215	33	485	490	77	1,135	1,145	80	1,685	1,695	27
215	220	34	490	495	77	1,145	1,155	79	1,695	1,705	26
220	225	35	495	500	78	1,155	1,165	78	1,705	1,715	25
225	230	36	500	505	79	1,165	1,175	77	1,715	1,725	24
230	235	36	505	510	80	1,175	1,185	76	1,725	1,735	23
235	240	37	510	515	80	1,185	1,195	75	1,735	1,745	22
240	245	38	515	520	81	1,195	1,205	74	1,745	1,755	22
245	250	39	520	525	82	1,205	1,215	73	1,755	1,765	21
250	255	39	525	530	83	1,215	1,225	72	1,765	1,775	20
255	260	40	530	535	84	1,225	1,235	71	1,775	1,785	19
260	265	41	535	540	84	1,235	1,245	70	1,785	1,795	18
265	270	42	540	545	85	1,245	1,255	69	1,795	1,805	17
270	275	43	545	550	86	1,255	1,265	69	1,805	1,815	16

MONTHLY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$1,815	\$1,825	\$15	\$1,865	\$1,875	\$10	\$1,915	\$1,925	\$5	\$1,965	---	\$0
1,825	1,835	14	1,875	1,885	9	1,925	1,935	4			
1,835	1,845	13	1,885	1,895	8	1,935	1,945	3			
1,845	1,855	12	1,895	1,905	7	1,945	1,955	2			
1,855	1,865	11	1,905	1,915	6	1,955	1,965	1			

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$0	\$5	\$0	\$150	\$155	\$24	\$300	\$305	\$47	\$705	\$715	\$26
5	10	1	155	160	24	305	310	48	715	725	25
10	15	2	160	165	25	310	315	49	725	735	24
15	20	2	165	170	26	315	320	50	735	745	23
20	25	3	170	175	27	320	455	50	745	755	22
25	30	4	175	180	28	455	465	50	755	765	22
30	35	5	180	185	28	465	475	49	765	775	21
35	40	6	185	190	29	475	485	48	775	785	20
40	45	6	190	195	30	485	495	47	785	795	19
45	50	7	195	200	31	495	505	46	795	805	18
50	55	8	200	205	32	505	515	45	805	815	17
55	60	9	205	210	32	515	525	45	815	825	16
60	65	9	210	215	33	525	535	44	825	835	15
65	70	10	215	220	34	535	545	43	835	845	14
70	75	11	220	225	35	545	555	42	845	855	13
75	80	12	225	230	36	555	565	41	855	865	12
80	85	13	230	235	36	565	575	40	865	875	11
85	90	13	235	240	37	575	585	39	875	885	10
90	95	14	240	245	38	585	595	38	885	895	9
95	100	15	245	250	39	595	605	37	895	905	8
100	105	16	250	255	39	605	615	36	905	915	7
105	110	17	255	260	40	615	625	35	915	925	6
110	115	17	260	265	41	625	635	34	925	935	5
115	120	18	265	270	42	635	645	33	935	945	4
120	125	19	270	275	43	645	655	32	945	955	3
125	130	20	275	280	43	655	665	31	955	965	2
130	135	21	280	285	44	665	675	30	965	975	1
135	140	21	285	290	45	675	685	29	975	---	0
140	145	22	290	295	46	685	695	28			
145	150	23	295	300	47	695	705	27			

DAILY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$0	\$5	\$0	\$15	\$20	\$2	\$40	\$50	\$4	\$70	\$80	\$1
5	10	1	20	25	3	50	60	3	80	---	0
10	15	2	25	40	4	60	70	2			

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$0	\$5	\$0	\$10	\$20	\$2	\$30	\$40	\$1	\$40	---	\$0
5	10	1	20	30	2						

Federal Tax Deposit (FTD) Checklist

(Use a soft lead pencil when completing Form 8109 or 8109-B)

<p>Mark the "X" in this box only if there is a change to Employer Identification Number (EIN) or Name.</p> <div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 5px;"> X </div> <p>See instructions on page 1.</p> <div style="border: 1px solid black; padding: 5px; width: 100px; margin: 5px;"> BANK NAME/ DATE STAMP </div>	<p>2 AMOUNT OF DEPOSIT (Do NOT type, please print.)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="10">DOLLARS</th> <th colspan="2">CENTS</th> </tr> <tr> <td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td> </tr> </table>	DOLLARS										CENTS														<p>3 Darken only one TYPE OF TAX</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td style="width:40px;">941</td> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td style="width:40px;">945</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>990C</td> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>1120</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>943</td> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>990T</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>720</td> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>990PF</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>CT-1</td> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>1042</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>940</td> <td style="width:20px; height: 20px;"></td><td></td> </tr> </table>	<input type="checkbox"/>	941	<input type="checkbox"/>	945	<input type="checkbox"/>	990C	<input type="checkbox"/>	1120	<input type="checkbox"/>	943	<input type="checkbox"/>	990T	<input type="checkbox"/>	720	<input type="checkbox"/>	990PF	<input type="checkbox"/>	CT-1	<input type="checkbox"/>	1042	<input type="checkbox"/>	940			<p>4 Darken only one TAX PERIOD</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td style="width:40px;">1st Quarter</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>2nd Quarter</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>3rd Quarter</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>4th Quarter</td> </tr> </table>	<input type="checkbox"/>	1st Quarter	<input type="checkbox"/>	2nd Quarter	<input type="checkbox"/>	3rd Quarter	<input type="checkbox"/>	4th Quarter
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<p>1</p> <p>EIN 12-3456789 111111</p> <p>LILIAN SMITH & PAUL JONES L & P GRAPHICS 2025 MAIN STREET ANYTOWN, MD 99999</p> <p>Telephone number () _____ 5</p>	<p>IRS USE ONLY</p> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 5px;"> X </div>	<p>62</p>																																																									
<p>Federal Tax Deposit Coupon Form 8109 (Rev. 1-94)</p>		<p>FOR BANK USE IN MICR ENCODING</p>																																																									

<p>FTD ADDRESS CHANGE</p> <p><i>An address change here changes your address on the FTD coupons only.</i></p> <p>TEAR OFF HERE</p> <p>New Address _____</p> <p>_____</p> <p>City _____</p> <p>State _____ Zip _____</p> <p>Telephone Number () _____</p> <p>Form 8109C (Rev. 1-94)</p>	<p>Employer Identification Number (EIN) 12-3456789 111111</p> <p>OMB No. 1545-0257</p> <p>LILIAN SMITH & PAUL JONES L & P GRAPHICS 2025 MAIN STREET ANYTOWN, MD 99999</p> <p>INTERNAL REVENUE SERVICE CENTER PHILADELPHIA, PA 19255</p> <p>Send FTD Address Change and correspondence to the IRS address above.</p>
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<p>1</p> <p>TAX YEAR MONTH → </p>	<p>AMOUNT OF DEPOSIT (Do NOT type, please print.)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="10">DOLLARS</th> <th colspan="2">CENTS</th> </tr> <tr> <td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td><td style="width:20px; height: 20px;"></td> </tr> </table>	DOLLARS										CENTS														<p>4 Darken only one TYPE OF TAX</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td style="width:40px;">941</td> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td style="width:40px;">945</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>990C</td> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>1120</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>943</td> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>990-T</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>720</td> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>990PF</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>CT-1</td> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>1042</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>940</td> <td style="width:20px; height: 20px;"></td><td></td> </tr> </table>	<input type="checkbox"/>	941	<input type="checkbox"/>	945	<input type="checkbox"/>	990C	<input type="checkbox"/>	1120	<input type="checkbox"/>	943	<input type="checkbox"/>	990-T	<input type="checkbox"/>	720	<input type="checkbox"/>	990PF	<input type="checkbox"/>	CT-1	<input type="checkbox"/>	1042	<input type="checkbox"/>	940			<p>5 Darken only one TAX PERIOD</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td style="width:40px;">1st Quarter</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>2nd Quarter</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>3rd Quarter</td> </tr> <tr> <td style="width:20px; height: 20px;"><input type="checkbox"/></td><td>4th Quarter</td> </tr> </table>	<input type="checkbox"/>	1st Quarter	<input type="checkbox"/>	2nd Quarter	<input type="checkbox"/>	3rd Quarter	<input type="checkbox"/>	4th Quarter
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<p>Federal Tax Deposit Coupon Form 8109-B (Rev. 1-94)</p>		<p>FOR BANK USE IN MICR ENCODING</p>																																																									

Federal Tax Deposit Coupon

Form 8109

1. Verify your name and employer identification number (EIN) on the preprinted FTD coupon. This will ensure that your deposit is applied to the proper account. To indicate a change, place an "X" in the box and enter the correct name and EIN. **DO NOT MAKE ADDRESS CHANGES** here. See the instructions under **FTD Address Change**, below.

2. Write in the money amount—do not type. Also, do not enter dollar signs, commas, decimal points, or leading zeroes. If your deposit is for whole dollars only, be sure to enter 00 in the CENTS boxes.

3. To indicate the type of tax, darken the box to the left of the appropriate form. Do not darken the "IRS USE ONLY" box.

Note to Schedule A (Form 941) Filers (4th quarter 1993 ONLY): If you are making a deposit for the 4th quarter 1993 during January 1994, darken the **945** box under **TYPE OF TAX** and the **4th Quarter** box under **TAX PERIOD**.

4. Always darken the box indicating the quarter that the deposit is for—not the quarter in which you are making the deposits. For payroll, withholding, and excise tax deposits, the quarters are:

1st quarter - Jan. 1 through Mar. 31 3rd quarter - July 1 through Sept. 30

2nd quarter - Apr. 1 through June 30 4th quarter - Oct. 1 through Dec. 31

For business income tax deposits (this includes the excise tax on net investment income for Form 990-PF filers), darken the 1st Quarter box for deposits made before the end of your tax year. Darken the 4th Quarter box for deposits made after the end of the year. Deposits for different types of taxes and for different quarters cannot be combined. Each needs its own FTD coupon.

5. Be sure to include your daytime telephone number in the space provided.

FTD Address Change

Form 8109C

If you are changing only your **address** (for example, if you want your coupons sent to a different address), continue to use the coupons you have. Show a change of address on **Form 8109C**, FTD Address Change. A new FTD coupon book will be issued. However, you may continue to use the old coupons until you receive the new book.

Note: This address change only changes the address on the FTD coupons. It does not change your IRS account address (the address the IRS uses to send your tax forms, refunds, and notices to you). If you want to change your account address, other than for FTD coupons, use **Form 8822**, Change of Address.

AUTOGEN

(THE AUTOMATED GENERATION OF FTD COUPONS)

The FTD coupon book is designed so that the FTD coupon books will be sent automatically to you. In the event you must make an FTD deposit and you do not have a deposit coupon, contact your local IRS office and provide the following information: business name, address where you want the coupon books sent, number of coupon books, and EIN. Also, include the month in which your tax year ends if you have a Form 1120, Form 990-C, Form 990-PF (with net investment income), Form 990-T, or Form 2438 filing requirement.

Federal Tax Deposit Coupon

Form 8109-B

1. Enter the month that your tax year ends in this space if you are filling in the 1120, 990-C, 990-PF, or 990-T box; otherwise, leave it blank. For example, if your tax year ends in January, enter 01; if it ends in December, enter 12.

2. Write in your EIN and the money amount. Do not type it in or use dollar signs, commas, decimal points, or leading zeroes. Be sure to enter 00 in the CENTS boxes if your deposit is for whole dollars only.

3. To ensure proper credit to your account, use the name and address preprinted on the current business tax forms mailed to you by the IRS, such as Form 940 or 941. This is your correct IRS account identification.

4. To indicate the type of tax, darken the box to the left of the appropriate form. Do not darken the "IRS USE ONLY" box.

Note to Schedule A (Form 941) Filers (4th quarter 1993 ONLY): If you are making a deposit for the 4th quarter 1993 during January 1994, darken the **945** box under **TYPE OF TAX** and the **4th Quarter** box under **TAX PERIOD**.

5. Darken the box to the left of the quarter that corresponds to the quarter that the deposit is for—not the quarter in which you are making the deposit. For payroll, withholding, and excise tax deposits, the quarters are:

1st quarter - Jan. 1 through Mar. 31 3rd quarter - July 1 through Sept. 30

2nd quarter - Apr. 1 through June 30 4th quarter - Oct. 1 through Dec. 31

For business income tax deposits (this includes the excise tax on net investment income for Form 990-PF filers), darken the 1st Quarter box for deposits made before the end of your tax year. Darken the 4th Quarter box for deposits made after the end of the year.

If you need coupon books and you are not being resupplied automatically, call the IRS or write your Internal Revenue Service Center and provide the following information: business name, address where you want the coupon books sent, number of coupon books, and EIN. Also include the month in which your tax year ends if you have a Form 1120, 990-C, 990-PF (with net investment income), 990-T, or 2438 filing requirement.

6. Be sure to include your daytime telephone number in the space provided.

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Employer's Order Blank for 1994 Forms

▶ See instructions on back.

▶ For Paperwork Reduction Act Notice, see back of form.

IRS Will Not Ship These Forms Before January 1994

Some of the forms listed are printed one on a sheet;
 some are printed two or three on a sheet; please
 order the number of forms **NOT** the number of sheets.

FORM	QUANTITY	FORM	QUANTITY	FORM	QUANTITY	FORM	QUANTITY
W-2		W-4P		1099-B		1099-PATR	
W-2c		W-4S		1099-DIV		1099-R	
Instr. W-2		W-5		1099-G		1099-S	
W-3		1096		1099-INT		5498	
W-3c		1098		1099-MISC		Instr. 1099	
W-4		1099-A		1099-OID			

Print Or Type Only

Firm/Company name	
Attn.	
Firm/Company address (number and street)	
City, State	ZIP code

Instructions

Enter the quantity next to the form you are ordering and fully complete the mailing label. The titles of these forms are listed below. If you need forms that are not listed on the order blank, enter the form number and quantity in the blank boxes. Use this form for ordering 1994 forms ONLY. Some of the forms listed are printed one on a sheet; some are printed two or three on a sheet; please order the number of forms, NOT the number of sheets.

Note: *None of the items on the order blank are available from the Internal Revenue Service in a continuous feed version.*

Titles

Form W-2, Wage and Tax Statement (two forms per sheet)
 Form W-2c, Statement of Corrected Income and Tax Amounts (two forms per sheet)
 Instructions for Form W-2
 Form W-3, Transmittal of Income and Tax Statements (one form per sheet)
 Form W-3c, Transmittal of Corrected Income and Tax Statements (one form per sheet)
 Form W-4, Employee's Withholding Allowance Certificate (one form per sheet)
 Form W-4P, Withholding Certificate for Pension or Annuity Payments (one form per sheet)
 Form W-4S, Request for Federal Income Tax Withholding From Sick Pay (one form per sheet)
 Form W-5, Earned Income Credit Advance Payment Certificate (one form per sheet)
 Form 1096, Annual Summary and Transmittal of U.S. Information Returns (one form per sheet)
 Form 1098, Mortgage Interest Statement (three forms per sheet)
 Form 1099-A, Acquisition or Abandonment of Secured Property (three forms per sheet)
 Form 1099-B, Proceeds From Broker and Barter Exchange Transactions (three forms per sheet)
 Form 1099-DIV, Dividends and Distributions (three forms per sheet)
 Form 1099-G, Certain Government Payments (three forms per sheet)
 Form 1099-INT, Interest Income (three forms per sheet)
 Form 1099-MISC, Miscellaneous Income (three forms per sheet)
 Form 1099-OID, Original Issue Discount (three forms per sheet)
 Form 1099-PATR, Taxable Distributions Received From Cooperatives (three forms per sheet)
 Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc. (two forms per sheet)
 Form 1099-S, Proceeds From Real Estate Transactions (three forms per sheet)
 Form 5498, Individual Retirement Arrangement Information (three forms per sheet)
 Instructions for Forms 1099, 1098, 5498, and W-2G

Paperwork Reduction Act Notice.—We ask for the information on this form to carry out the Internal Revenue laws of the United States. Your response is voluntary.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is 3 minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form more simple, we would be happy to hear from you. You can write to both the **Internal Revenue Service**, Attention: Reports Clearance Officer PC:FP, Washington, DC 20224; and the **Office of Management and Budget**, Paperwork Reduction Project (1545-1059), Washington, DC 20503. **DO NOT** send the tax form to either of these offices. Instead, see **Where To Send Your Order** below.

Where To Send Your Order

Send your order to the Internal Revenue Service address for your state.

Alabama, Arkansas, Illinois, Indiana, Iowa, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Tennessee, Texas, Wisconsin

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