



Department of the Treasury
Internal Revenue Service

1994

Federal Employment Tax Forms

See Circular E or Circular A for more information concerning completion and filing of Employment Tax Returns.

This publication contains the following forms and their instructions. Please order additional forms as early as possible.

Form W-2, Wage and Tax Statement

Instructions for Form W-2

Form W-2c, Statement of Corrected Income and Tax Amounts

Form W-3, Transmittal of Wage and Tax Statements

Form W-3c, Transmittal of Corrected Income and Tax Statements

Form 7018, Employer's Order Blank for Forms

Note: To request forms and publications not listed on Form 7018, call 1-800-TAX-FORM (1-800-829-3676).

Employers

For 1994, the wage base is \$60,600 for social security (old age, survivors, and disability insurance) with a tax rate of 6.2% each for employers and employees. Beginning in 1994, the wage base limit for Medicare tax has been eliminated. All 1994 wages are subject to Medicare tax. For Medicare, the rate is 1.45% each for employers and employees.

Either Circular E (Pub. 15, Employer's Tax Guide) or Circular A (Pub. 51, Agricultural Employer's Tax Guide) will be mailed to you in December. These circulars contain information about completing and filing employment tax returns. They will also give the 1995 income tax withholding rates.

Agricultural employers will be sent Form 943-A, Agricultural Employer's Record of Federal Tax Liability, and Form 943, Employer's Annual Tax Return for Agricultural Employees, in December.

Information returns questions.—If you have questions about information returns (Forms 1096, 1098, 1099, 1042-S, 5498, W-2, W-2G, and W-3), call 304-263-8700 (not a toll-free number).

Filing Forms W-2 and W-3.—If you file Form W-2 reports on magnetic media, use the information in this publication under **Instructions for Form W-2** and in the Social Security Administration Technical Instruction Bulletin No. 4 to ensure accurate reporting.

See the enclosed instructions for Form W-2 and W-3 for information about completing these forms. Please see the following reminders about completing and filing wage and tax statements.

- Please show the correct social security numbers of employees on Form W-2, and be sure all copies are legible. Encourage employees who have changed their name during the year to notify their local Social Security Administration (SSA) office and request a new card. This will allow the SSA to process the information correctly and to properly credit employees' social security earnings. It will also help employees to correctly report their wages to the IRS on their income tax forms.

- Beginning with the 1994 tax year, all Forms W-2 and W-3 should be sent to the Social Security Administration, Data Operation Center, Wilkes-Barre, PA 18769.

- If possible, please file Forms W-2 either alphabetically by employees' last names or numerically by employees' social security numbers. This will help SSA locate specific forms if there is a problem with your submission.

- Social security wages and taxes and Medicare wages and taxes must be reported separately on the Forms W-2.

Sick pay.—Certain payments of sick pay, including payments made by third parties such as insurance companies, are subject to Federal unemployment (FUTA), social security, Medicare, or railroad retirement (RRTA) taxes. For details, including how to report on Forms W-2 and W-3, get Pub. 952, Sick Pay Reporting.

Reconciling wage reports.—The total wages paid during 1994 subject to social security taxes that were reported on employment tax returns (Forms 941, 942, or 943) should equal the total of the amounts reported in box 3 of the 1994 Form W-3. Likewise, the total social security tips reported on line 6b of Forms 941 should equal the total amount reported in box 7 of Form W-3. Also the total Medicare wages and tips reported on line 7 of Forms 941 should equal the total amount in box 5 of Form W-3. If the amounts do not agree, you should file Form 941c with the IRS to correct amounts reported on employment tax returns and, if necessary, file Forms W-2c and W-3c with the SSA to correct amounts reported to employees.

Substitute forms.—You may use substitute forms, instead of IRS forms, only as permitted by revenue procedures. You can get Pub. 1141, General Rules and Specifications For Private Printing of Substitute Forms W-2 and W-3, by calling 1-800-TAX-FORM (1-800-829-3676). If you file substitute Forms W-2, you must file Forms W-3 that are the same width as the Forms W-2.

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

Official Business
Penalty for Private Use, \$300
Do Not Forward

Peel off the label below and place it over boxes f and g on the Form W-3 you file with the Social Security Administration. Make any necessary corrections on the label. If you file additional Forms W-3, fill in your name, address, and employer identification number.

Bulk Rate

Postage and Fees Paid
Internal Revenue Service

Permit No. G-48

Carrier Route Presort

Publication 393

Cat. No. 11071P

Forms and Publications You May Need

As an employer, in addition to the Forms W-2, W-2c, W-3, and W-3c included in this booklet, you may need one or more of the following forms and publications. Use Form 7018 to order the items listed on the form. Other materials may be ordered by calling 1-800-829-3676.

Note: *If you have employees in American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or Puerto Rico who are subject to local income tax and U.S. social security and Medicare taxes, you must file the appropriate forms for those employees. See Pubs. 80 and 179 for more details. The forms are available by calling 1-800-829-3676 or by contacting the local tax departments in each jurisdiction.*

Form	Report—
W-4	Used by employees to claim allowances for (or exemption from) Federal income tax withholding.
W-4P	Used by recipients of income from annuity, pension, and certain other deferred compensation plans to tell payers whether income tax is to be withheld and on what basis.
W-4S	Used by employees to request Federal income tax withholding on sick pay.
W-5	Used by eligible employees who choose to receive advance earned income credit payments.
941	Used by employers to report social security, Medicare, and Federal income taxes, and advance earned income credit payments.
941 Sch. B	Used by employers required to deposit on a semiweekly basis to report employment tax liability.
941c	To correct information previously reported on Forms 941, 943, and 945.
943	Used by agricultural employers to report social security, Medicare, and Federal income taxes.
943-A	Used by agricultural employers required to deposit on a semiweekly basis to report employment tax liability.
945	Used to report income tax withheld from nonpayroll payments such as pensions, annuities, IRAs, military retirement, gambling winnings, and backup withholding.
945-A	Used by payers required to deposit on a semiweekly basis to report nonpayroll tax liability.
Pub	Purpose—
213	A poster to alert employees to their need to file a new Form W-4.
1494	Used to determine how much of an employee's pay is exempt from a levy on wages.

The **1994 Instructions for Forms 1099, 1098, 5498, and W-2G** give detailed guidelines for what to report and how to complete the following information returns. You may need these forms to report certain payments you make during the course of your trade or business.

Form	Report—
1096	Your identifying information and the number and type of return being transmitted to the IRS.
1098	Mortgage interest, including certain points, of \$600 or more received from individuals.
1099-A	Information about acquisition or abandonment of property that secures a loan.
1099-B	Sales or redemptions of securities, futures transactions, commodities, and barter exchange transactions.
1099-C	Cancellation of a debt owed a financial institution, credit union, RTC, FDIC, NCUA, or Federal Government.
1099-DIV	Distributions, such as dividends, capital gain distributions, or nontaxable distributions, that were paid on stock, and distributions in liquidation.
1099-G	Unemployment compensation, state and local income tax refunds, agricultural payments, and taxable grants.
1099-INT	Interest income not including interest on an IRA.
1099-MISC	Payments of (a) \$10 or more for royalties; (b) \$600 or more for rents, prizes, and awards that are not for services rendered; fees, commissions, or other compensation to persons not treated as your employees, or to physicians or other providers of medical or health care services; (c) any proceeds from the sale of a catch or the fair market value of a distribution in kind to each crewmember of fishing boats with normally fewer than 10 crewmembers; (d) \$10 or more in substitute dividend and tax-exempt interest payments reportable by brokers; or (e) direct sales of \$5,000 or more of consumer products for resale.
1099-OID	Original issue discount.
1099-PATR	Distributions from cooperatives to their patrons.
1099-R	Distributions from retirement or profit-sharing or plans, IRAs, SEPs, or insurance.
1099-S	Gross proceeds from the sale or exchange of real estate.
W-2G	Certain gambling winnings.
5498	Contributions to an IRA (including rollovers) and the value of an IRA or SEP account.

Employer's Order Blank for Forms

▶ See instructions on back.

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

**Please send your
 order to IRS as
 soon as possible**

PART A (7018)

USE THIS PORTION FOR 1994 FORMS ONLY

FORM	QUANTITY	FORM	QUANTITY	FORM	QUANTITY	FORM	QUANTITY
W-2		941c		1099-B		1099-R	
W-2c		941 Sch B		1099-C		1099-S	
W-2G		943-A		1099-DIV		Instr 1099	
W-3		945		1099-G		5498	
W-3c		945-A		1099-INT		Pub 213	
W-4		1096		1099-MISC		Pub 1494	
W-4P		1098		1099-OID			
W-4S		1099-A		1099-PATR			

Please order the number of forms needed, not the number of sheets.

Firm/Company Name
Firm/Company address (number and street)
City, state, and ZIP code

USE THIS PORTION FOR 1995 FORMS ONLY

PART B (7018)

_____ **W-4**
 (Number needed)

_____ **W-4P**
 (Number needed)

_____ **W-4S**
 (Number needed)

_____ **W-5**
 (Number needed)
(1995 Revisions)

Firm/Company Name
Firm/Company address (number and street)
City, state, and ZIP code

An order blank for 1995 forms and information returns will be sent to you in December 1994, in either **Pub. 15**, Circular E, Employer's Tax Guide, or **Pub. 51**, Circular A, Agricultural Employer's Tax Guide.

Instructions

Simply enter the quantity next to the form you are ordering and complete the appropriate mailing label(s). The titles of these forms are listed below. Use the top portion for ordering 1994 forms ONLY. Use the bottom portion for ordering 1995 W-4 series and W-5 forms ONLY. Do not separate the mailing labels from the order blanks.

Some of the forms listed on the order blank are printed two on a sheet; some are printed three on a sheet. **PLEASE ORDER THE NUMBER OF FORMS NEEDED, NOT THE NUMBER OF SHEETS.**

Note: None of the items on the order blank are available from IRS in a continuous feed version.

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

Central Area Distribution Center
P.O. Box 8908
Bloomington, IL 61702-8908

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nevada, New Mexico, Oklahoma, Oregon, Utah, Washington, Wyoming

Western Area Distribution Center
Rancho Cordova, CA 95743-9999

Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Foreign Address

Eastern Area Distribution Center
P.O. Box 85075
Richmond, VA 23261-5075

Titles

Form W-2, Wage and Tax Statement
Form W-2c, Statement of Corrected Income and Tax Amounts
Form W-2G, Certain Gambling Winnings
Form W-3, Transmittal of Wage and Tax Statements
Form W-3c, Transmittal of Corrected Income and Tax Statements
Form W-4, Employee's Withholding Allowance Certificate
Form W-4P, Withholding Certificate for Pension or Annuity Payments
Form W-4S, Request for Federal Income Tax Withholding From Sick Pay
Form W-5, Earned Income Credit Advance Payment Certificate
Form 941, Schedule B, Employer's Record of Federal Tax Liability
Form 941c, Supporting Statement To Correct Information
Form 943-A, Agricultural Employer's Record of Federal Tax Liability
Form 945, Annual Return of Withheld Federal Income Tax
Form 945-A, Annual Record of Federal Tax Liability
Form 1096, Annual Summary and Transmittal of U.S. Information Returns
Form 1098, Mortgage Interest Statement
Form 1099-A, Acquisition or Abandonment of Secured Property
Form 1099-B, Proceeds From Broker and Barter Exchange Transactions
Form 1099-C, Cancellation of Debt
Form 1099-DIV, Dividends and Distributions
Form 1099-G, Certain Government Payments
Form 1099-INT, Interest Income
Form 1099-MISC, Miscellaneous Income
Form 1099-OID, Original Issue Discount
Form 1099-PATR, Taxable Distributions Received From Cooperatives
Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
Form 1099-S, Proceeds From Real Estate Transactions
Form 5498, Individual Retirement Arrangement Information
Instructions for Forms 1099, 1098, 5498, and W-2G
Pub. 213, You May Need to Check Your Withholding
Pub. 1494, Table for Figuring Amount Exempt From Levy on Wages, Salary, and Other Income

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 order blank to either of these offices. Instead, see **Where To Send Your Order** on this page.

