Prior Payroll Report

Employer Name _____

Daytime Phone # _____

Employee Name _____

Complete this Prior Payroll Report ONLY IF you've had prior payroll activity.

If you've had prior payroll activity, please answer the following questions and complete the Payroll Activity Chart below to ensure that the correct wages and taxes are reported for prior pay periods during the year. Please call us toll free at 888-273-3356 if you need help.

Did you withhold any taxes from your employee's pay?

- ○ **Yes**, I withheld taxes as detailed in the Payroll Activity Chart below.
- ○ **No**, I did not withhold any taxes from my employee's pay. Please select your preferred option for handling prior payroll taxes:
  - ○ **I will cover all taxes** that should have been withheld from my employee's pay (Social Security, Medicare, Federal Income Tax, State Income Tax, etc. (Please provide your employee's net pay in the NET PAY column for each pay period. We will calculate all payroll taxes and gross pay for each pay period).
  - ○ **I will cover only the required taxes** that should have been withheld from my employee's pay (Social Security and Medicare). My employee will pay Federal and State Income Taxes on these wages with her personal income tax returns at year end. (Please provide your employee's net pay in the NET PAY column for each pay period. We will calculate the Social Security and Medicare taxes and gross pay for each pay period).
  - ○ **I will not cover any employee taxes**, and my employee has agreed to reimburse me for **all taxes** that should have been withheld. (Please provide your employee's gross pay in the GROSS WAGES column for each pay period. We will calculate the payroll taxes and net pay for each pay period).
  - ○ **I will not cover any employee taxes**, and my employee has agreed to reimburse me for **the required taxes** that should have been withheld. (Please provide your employee's gross pay in the GROSS WAGES column for each pay period. We will calculate the payroll taxes and net pay for each pay period).

Payroll Activity Chart

	PayPeriod (For previous calendar quarters, you may use quarterly totals)							
	From	To	GROSS WAGES	Social Security & Medicare	Federal Income Tax	State Income Tax	Other State Taxes	NET PAY
EXAMPLE	*1/7/08*	*1/18/08*	*1,000.00*	*76.50*	*60.00*	*10.00*		*853.50*