Third-Party Sick Pay request form

sage Payroll Services

Complete this form to add third-party sick pay wages to an employee's annual wages for reporting purposes. Wages will be added to Line 2 of your company 941 form and Box 1 of the employer W-3. The employee will receive a separate W-2 form for sick pay recorded on this form.

Form Year						This is page ____ of _____	**Reset**

Sent by		Company Name		Special Instructions		Current Date	
Phone Number		Company Code					

After completing the request form, print and fax to your Sage Payroll Services support center. Use as many pages as needed and use the Reset button at the top of the page to clear the fields and enter information for more employees.

Notes: Enter Social Security and Medicare (FICA) taxes separately on this form. The payroll program calculates the matching employer Social Security and Medicare taxes to include in the 941 (Employer's Quarterly Federal Tax Return). Federal income tax withholding is not required on third-party sick pay until 6 months of continuous disability (or if requested by the employee), so leave that field blank if the tax was not withheld.

Employee First and Last Name	Employee Number	Social Security Number	Employee Gross Earnings Paid by Third-Party Provider		Employee Tax Amounts Withheld by Third-Party Provider		
			90 Taxable Pay Third-party sick wages	**89 Non-Taxable Pay** Third-party sick wages	S1 – Third-party sick **Social Security Tax**	S2 – Third-party sick **Medicare Tax**	S3 – Third-party sick **Federal Income Tax**
Totals							

I authorize the information on this form and accept responsibility for its use to prepare payroll adjustments.

Signature	

For internal use only	Received: __/__/__ Processed by:_____
	Process Run Number: _____

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