

Year-End adjustment request form

Complete this form to request adjustments for wages and tax returns. This information must be entered into the payroll system by your last payroll of .
Note to CPAs: Please inform your client that you are submitting the request to prevent duplication.

Form Year

This is page ___ of ___

Reset

Sent by	<input type="text"/>	Company Name	<input type="text"/>	Special Instructions	<input type="text"/>	Current Date	<input type="text"/>
Phone Number	<input type="text"/>	Company Code	<input type="text"/>				

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.

Note: If you select standard taxation, the benefit adjustments must be processed with a scheduled payroll to cover taxes for the benefit (applicable taxes to calculate can be specified in the payroll run). If you select gross-up taxation, the employee's annual wages will be increased for the year.

					For Gross-Up Benefits: Select the taxes you want calculated				
Employee First and Last Name	Employee Number	Benefit Code Select or specify	Benefit Amount To show on W-2	Tax Calculations	Social Security	Medicare	Federal Income Tax	State Income Tax	Local Taxes
Total Benefits Amount This Page				<input type="text"/>					

I authorize the information on this form and accept responsibility for its use in processing year-end payroll adjustments.

Signature

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