

1

WAGE AND TAX STATEMENT—1969

(For use in States or Cities authorizing combined form)

Employer's State Identification Number

Copy A—

For Internal Revenue Service

Type or print EMPLOYER'S Federal identification number, name, and address above.

FEDERAL INCOME TAX INFORMATION			SOCIAL SECURITY INFORMATION		STATUS	*
Federal income tax withheld	Wages paid subject to withholding in 1969 ¹	Other compensation paid in 1969 ²	F.I.C.A. employee tax withheld ³	Total F.I.C.A. wages paid in 1969 ⁴	1. Single 2. Married	**
EMPLOYEE'S social security number ▶			Name of State	State Form No.	State income tax withheld	
			Name of City	City Form No.	City income tax withheld	
Type or print EMPLOYEE'S name and address (including ZIP code) above.			[*] See Circ. E for sick pay reporting. ^{**} Gross wages for State if different from Federal. ¹ Includes tips reported by employee. Amount is before payroll deductions or sick pay exclusion. ² Report salary or other employee compensation which was not subject to withholding. ³ See Circular E. ⁴ One-eighth of this amount was withheld to finance the cost of Hospital Insurance Benefits. The remainder is for old-age, survivors, and disability insurance. ⁵ Includes tips reported by employee.			
			Uncollected Employee Tax on Tips . . . \$			

FORM **W-2** U.S. Treasury Department, Internal Revenue Service

16-80184-1

EMPLOYER: See instructions on back of copy D.

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NOTICE TO EMPLOYEE:

- 1. Income Tax Wages.**—This statement is important. Copy B must be filed with your U.S. Income Tax Return for 1969 and Copy 2 must be filed with your State or City Income Tax Return for 1969. If your social security number, name, or address is stated incorrectly, correct the information on copies B and 2 and notify your employer.
 - 2. Social Security Wages.**—If your wages were subject to social security taxes, but are not shown, your social security wages are the same as wages shown under "FEDERAL INCOME TAX INFORMATION," but not more than \$7,800.
 - 3. Credit For F.I.C.A. Tax.**—If more than \$374.40 of F.I.C.A. (social security and hospital insurance) employee tax was withheld during 1969 because you received wages from more than one employer, the excess should be claimed as a credit against your Federal income tax. See instructions for your Federal income tax return.
 - 4.** A copy of this form has been sent to the Internal Revenue Service.
- This is not a tax return but you must file it with your tax return. See instructions on back of copy C.**

☆ U.S. GOVERNMENT PRINTING OFFICE : 1968—O-290-042

16—80184-1

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WHO MUST FILE

A Federal Income Tax Return

If your income in 1969 was \$600 or more (\$1,200 if 65 years of age or over), you must file an income tax return. Forms may be obtained from the Internal Revenue Service, your employer, bank, or post office.

A single person with income of less than \$600 (\$1,200 if 65 years of age or over) should file a return to get a refund if income tax was withheld. A married person with income less than her (his) own personal exemption(s) should file a joint return with husband or wife to get the smaller tax or larger refund. To assure any benefit of the split-income provisions, a married couple should file a joint income tax return.

State and City Returns

Consult the appropriate State or city office.

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16-80184-1

TO EMPLOYER: While use of this 6 part wage and tax statement is acceptable in most States, if you are in doubt contact your appropriate State or city official.

1. Prepare this form for each employee (a) from whom income tax has been withheld during the year or (b) whose wages (including tips reported), for purposes of income tax withholding, exceeded the amount of one withholding exemption for any payroll period (even though no income tax was withheld). If "other compensation" plus wages, if any, of \$600 or more is paid to an employee in the year copy A of Form W-2 must be furnished to the Internal Revenue Service, even though no wages are subject to income tax withholding.

2. Fill in—(a) Your identification number, name, and address.

(b) The amount of income tax deducted and withheld. If no amount was deducted and withheld enter "None" or "O."

(c) Total wages paid and tips reported before any payroll deductions. Payments of "sick pay" and non-cash remuneration are considered wages. If an employer keeps the records described in Circular E he may also enter amounts of excludable sick pay in the space designated.

(d) Other compensation. This block should include all other compensation (amounts includable in gross income but not subject to income tax withholding) paid to an employee.

(e) Total amount of F.I.C.A. employee tax (*not the employer tax*) deducted and withheld, if any (but if there was an adjustment in 1969

☆ U.S. GOVERNMENT PRINTING OFFICE : 1968—O-290-042

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to correct the tax for a prior year enter the amount withheld in 1969 increased by the adjustment for an overcollection or decreased by the adjustment for an undercollection). If F.I.C.A. wages were paid or tips reported but no employee tax was deducted, enter "None" or "O."

(f) Total wages paid and tips reported (before payroll deductions) subject to the Federal Insurance Contributions Act. Non-cash remuneration is considered wages. If not subject to F.I.C.A., enter "None" or "O." No F.I.C.A. wage entry need be made if (1) F.I.C.A. wages exactly equal the total wages for income tax withholding purposes, or (2) F.I.C.A. wages are \$7,800 and the total wages for income tax withholding purposes exceed \$7,800.

(g) Uncollected employee tax on tips. See Circular E for instructions.

(h) The employee's social security number, name, and address.

(i) State and local government employers who have been assigned an identification number with the prefix 69 should also show this number.

3. Give copies B, C, and 2 to the employee (a) on or before January 31 following the calendar year if the employee is in your employ at the close of such year, or (b) within 30 days after the last payment of wages, if his employment is terminated before the close of such year.

4. Forward copy A to the Internal Revenue Service. For further information see Form 941 and Circular E. Farmers, see Circular A.

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