



Here is an example of some entries on this report:

Employees Receiving a 2020 W-2										
Location	Employee Name	Emp #	Social		Retirement		Term Date	Pay Type	PR Status	Employee Address
			Security #	Plan	Birthdate					
01	Daniel L. Adams	1004	111-22-5559	YES	8/23/1962		Hourly	Active	345 Market St NEW YORK, NY 10024	
01	Jody Barber	1048	159-37-5852	NO	7/15/1962		Hourly	Active	123 Main Street SARASOTA, FL 34239	
02	Richard L. Barnes	1015	111-22-5570	NO	1/19/1981	7/23/2019	Hourly	Terminated	23401 Park Sorrenta Unit 51 Calabasas, CA 91302	
01	John A. Bennett	1027	099-88-7665	NO	5/10/1987		Hourly	Active	178 Broadway NEW YORK, NY 10016	
01	David Blackman	1006	111-22-5561	NO	4/23/1989		Salary	Active	37 Eldridge Ave Staten Island, NY 10302	
01	Regina A. Borland	1005	111-22-5560	NO	7/29/1953		Hourly	Active	161 Main St #20 MANHATTAN, NY 10018	

Another factor for accurate W2 information is the entry of a valid Social Security number per employee.

Navigate to Reporting > Client Reports. Search for SSN. Here is the report available:

- **SSN Verification Report/Export** – both are As of Date reports

The SSN Verification Report or Export will include any employees with Missing, Invalid or Duplicate Social Security Numbers. If any employees appear on this report, please correct prior to W2s being issued since this can hold up the issuance of the W2s.

## Tax Reports

The following reports are important reports to verify either prior to year-end or quarter-end to verify the accuracy of your tax filing. They are:

- **Tax Id & Rate Verification Report:** This is available By Payroll Run only
- **Tax Liability Summary by Quarter:** This is available By Payroll Run or Date Range  
**Note:** There are other options for this report

The Tax Id & Rate Verification Report includes the following:

- State/Federal
- Tax Agency
- Tax Identification
- SUI Rate
- **Employee Count:** The number of employees filed on the specific return for the period selected

Here is an example of the report:

<b>Legal Name &amp; Address:</b> May 2019 HR Test Inc 189 Spring St New York, NY 10012				
State	Tax Agency	Tax Identification	SUI Rate	Employee Count
Federal	Internal Revenue Service	12-9999999		41
California	California - 1099	*** Missing ***		0
California	California - EE SIT-SDI	444-5555-1		6
California	California - ER UI	444-5555-1	0.038000	6
Florida	Florida - ER UI	1234567	0.027000	6
Michigan	MI- Detroit - W/H	*** Missing ***		0
Michigan	Michigan - EE W/H	*** Missing ***		0
Michigan	Michigan - ER UI	*** Missing ***	0.027000	0
New Jersey	New Jersey - EE W/H	*** Missing ***		0
New York	New York - ER UI	3333333-1	0.040100	24
New York	New York - SDI	*** Missing ***		24
New York	NY- MCTMT	129999999		25
New York	NY-NYC-Yonk - EE W/H	129999999		25
Ohio	OH- Akron	*** Missing ***		2
Ohio	Ohio - EE W/H	17-777777		2
Ohio	Ohio - ER UI	7777777-22-1	0.027000	2
Ohio	Ohio - School District	*** Missing ***		0

The Tax Liability by Summary report includes the following:

- Tax Agency
- Tax
- Check Date
- Subject Wage (per check date)
- Taxable Wage (per check date)
- Tax Amount (per check date)

Here is an example of the report:

Client ID: MAY9001 - May 2019 HR Test Inc		TAX LIABILITY SUMMARY BY QUARTER		Period Begin Date: 7/27/2020	
Pay Group: Biweekly		May 2019 HR Test Inc		Period End Date: 8/9/2020	
Check Date: 8/14/2020				Pay Period: 16	
Run Date: 6/9/2020 Run Number: 47				Payroll Type: Regular Payroll	
<b>3rd Quarter - 2020</b>					
Tax Agency	Tax	Check Date	Subject Wage	Taxable Wage	Tax Amount
Federal - 941 Taxes (Federal Tax Deposit)	SOC SEC EE	8/14/2020	91,083.90	91,083.90	5,648.65
	<b>Total - SOC SEC EE</b>		<b>91,083.90</b>	<b>91,083.90</b>	<b>5,648.65</b>
Federal - 941 Taxes (Federal Tax Deposit)	SOC SEC ER	8/14/2020	91,083.90	91,083.90	5,647.20
	<b>Total - SOC SEC ER</b>		<b>91,083.90</b>	<b>91,083.90</b>	<b>5,647.20</b>
Federal - 941 Taxes (Federal Tax Deposit)	MED EE	8/14/2020	91,083.90	91,083.90	1,321.05
	<b>Total - MED EE</b>		<b>91,083.90</b>	<b>91,083.90</b>	<b>1,321.05</b>
Federal - 941 Taxes (Federal Tax Deposit)	MED ER	8/14/2020	91,083.90	91,083.90	1,320.71
	<b>Total - MED ER</b>		<b>91,083.90</b>	<b>91,083.90</b>	<b>1,320.71</b>
Federal - 941 Taxes (Federal Tax Deposit)	FEDERAL WH	8/14/2020	89,523.16	89,523.16	9,151.25
	<b>Total - FEDERAL WH</b>		<b>89,523.16</b>	<b>89,523.16</b>	<b>9,151.25</b>
<b>Total - Federal - 941 Taxes (Federal Tax Deposit)</b>					<b>23,088.86</b>
Federal - ER UI (FUTA)	FUTA ER	8/14/2020	91,041.76	2,074.22	12.44
	<b>Total - FUTA ER</b>		<b>91,041.76</b>	<b>2,074.22</b>	<b>12.44</b>
<b>Total - Federal - ER UI (FUTA)</b>					<b>12.44</b>
Oregon - ER UI	OR WBF ER	8/14/2020	0.00	0.00	2.61
	<b>Total - OR WBF ER</b>		<b>0.00</b>	<b>0.00</b>	<b>2.61</b>
Oregon - ER UI	OR WBF EE	8/14/2020	0.00	0.00	2.61
	<b>Total - OR WBF EE</b>		<b>0.00</b>	<b>0.00</b>	<b>2.61</b>
Oregon - ER UI	OREGON SUI ER	8/14/2020	7,774.94	1,767.46	53.02
	<b>Total - OREGON SUI ER</b>		<b>7,774.94</b>	<b>1,767.46</b>	<b>53.02</b>
<b>Total - Oregon - ER UI</b>					<b>58.24</b>