

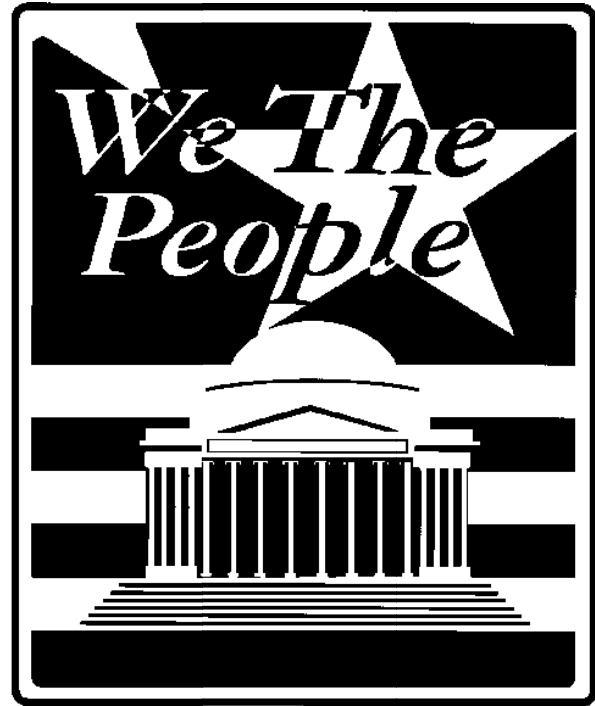


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# Household Employer's Tax Guide

For Wages Paid in 1995



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## Introduction

If you have a household employee, you may need to pay state and federal employment taxes. This publication will help you decide whether you have a household employee and, if you do, whether you need to pay federal employment taxes. It explains how to figure, pay, and report social security tax, Medicare tax, federal unemployment tax, and federal income tax withholding for your household employee.

This publication also tells you where to find out whether you need to pay state unemployment tax for your household employee.

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## Who Is a Household Employee?

The information in this publication applies to you only if you pay someone to perform household work and that worker is your employee. Household work includes work performed in or around your home by babysitters, nannies, health aides, private nurses, maids, caretakers, yard workers, and similar domestic workers.

A household worker is your employee if you can control not only what work is done, but how it is done. If the

worker is your employee, it does not matter whether the work is full time or part time, or that you hired the worker through an agency or from a list provided by an agency or association.

If only the worker can control how the work is done, the worker is not your employee but is self-employed. A self-employed worker usually provides his or her own tools and offers services to the general public in an independent business. If an agency provides the worker and controls what work is done and how it is done, the worker is not your employee.

More information about who is an employee is in Publication 937, *Employment Taxes*.

**Example 1.** You pay Betty Shore to babysit your child and do light housework 4 days a week in your home. Betty follows specific instructions you give her regarding household and child care duties. You provide the household equipment and supplies that Betty needs to do her work. Betty is your household employee.

**Example 2.** You pay John Peters to care for your lawn. John also offers lawn care services to other homeowners in your neighborhood. He provides his own tools and supplies, and he hires and pays any helpers he needs. Neither John nor his helpers are your household employees.

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## Can Your Employee Legally Work in the United States?

It is unlawful for you to knowingly hire or continue to employ an alien who cannot legally work in the United States. When you hire a household employee to work for you on a regular basis, he or she must complete the employee part of the Immigration and Naturalization Service (INS) Form I-9, *Employment Eligibility Verification*. You must verify that the employee is either a U.S. citizen or an alien who can legally work and then complete the employer part of the form.

Two copies of Form I-9 are contained in the *INS Handbook for Employers*. Call the INS at 1-800-755-0777 to order the handbook or additional copies of the form, or to get more information.

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## Do You Need To Pay Employment Taxes?

If you have a household employee, you may need to withhold and pay social security and Medicare taxes, or you may need to pay federal unemployment tax, or you may need to do both. To find out, read Table 1, *Do You Need To Pay Employment Taxes?* on page 3.

You do not need to withhold federal income tax from your household employee's wages. But if your employee

**Table 1. Do You Need To Pay Employment Taxes?**

If you:	Then you need to:
<p><b>A</b>—Pay cash wages of \$1,000 or more in 1995 to any household employee.</p> <p>But do not count wages you pay to—</p> <ul style="list-style-type: none"> <li>• Your spouse,</li> <li>• Your child under age 21,</li> <li>• Your parent, or        See</li> <li>• Any employee        page 4</li> <li>  under age 18        for</li> <li>  during 1995.        exceptions.</li> </ul>	<p>Withhold and pay social security and Medicare taxes. (Page 3)</p> <ul style="list-style-type: none"> <li>• The taxes are 15.3% of cash wages.</li> <li>• Your employee’s share is 7.65%. (You can choose to pay it yourself and not withhold it.)</li> <li>• Your share is a matching 7.65%.</li> </ul>
<p><b>B</b>—Pay total cash wages of \$1,000 or more in any calendar quarter of 1994 or 1995 to household employees.</p> <p>But do not count wages you pay to—</p> <ul style="list-style-type: none"> <li>• Your spouse,</li> <li>• Your child under age 21, or</li> <li>• Your parent.</li> </ul>	<p>Pay federal unemployment tax. (Page 5)</p> <ul style="list-style-type: none"> <li>• The tax is usually 0.8% of cash wages.</li> <li>• Wages over \$7,000 a year per employee are not taxed.</li> <li>• You may also owe state unemployment tax.</li> </ul>

*Note: If neither A nor B above applies, you do not need to pay any federal employment taxes. But you may still need to pay state employment taxes.*

asks you to withhold it, you can choose to do so. See *Do You Need To Withhold Federal Income Tax?* on page 5.

If you need to pay social security, Medicare, or federal unemployment tax or choose to withhold federal income tax, read Table 2, *Household Employer’s Checklist*, on page 4 for an overview of things you may need to do.

If you do not need to pay social security, Medicare, or federal unemployment tax and do not choose to withhold federal income tax, the rest of this publication does not apply to you. But you still may have to collect or pay state taxes for your household employee.

**State employment taxes.** You should contact your state unemployment tax agency to find out whether you need to pay state unemployment tax for your household employee. For the address and phone number, see the list beginning on page 10 of this publication. You should also find out whether you need to pay or collect other state employment taxes, or carry workers’ compensation insurance.

**Taking the child and dependent care credit for employment taxes.** If your household employee cares for your dependent who is under age 13 or your spouse or dependent who is not capable of self care, so that you can work, you may be able to take an income tax credit of up to 30% of your expenses. If you can take the credit, you can include your share of the federal and state employment taxes you pay, as well as the employee’s wages, in your qualifying expenses. For information about the credit, get Publication 503, *Child and Dependent Care Expenses*.

## Social Security and Medicare Taxes

Social security and Medicare taxes pay for benefits that workers and their families receive under the Federal Insurance Contributions Act (FICA). Social security tax pays for benefits under the old-age, survivors, and disability insurance part of FICA. Medicare tax pays for benefits under the hospital insurance part.

Both you and your household employee may owe social security and Medicare taxes. The taxes for each of you are 7.65% (6.2% for social security tax and 1.45% for Medicare tax) of the employee’s social security and Medicare wages.

You are responsible for payment of your employee’s share of the taxes as well as your own. You can either withhold your employee’s share from the employee’s wages or pay it from your own funds. Pay the taxes as discussed under *How Do You Make Tax Payments?* on page 6. Also, see *What Forms Must You File?* on page 7.

**Social security and Medicare wages.** You figure social security and Medicare taxes on the social security and Medicare wages you pay. If you pay your household employee cash wages of \$1,000 or more in 1995, all cash wages you pay to that employee in 1995 (regardless of when the wages were earned) are social security and Medicare wages.

**Wages not counted.** Do not count wages you pay to any of the following individuals as social security and Medicare wages:

- 1) Your spouse.
- 2) Your child who is under age 21.

## Table 2. Household Employer's Checklist

You may need to do the following things when you have a household employee.  
Page numbers are given to help you find the related discussion in this publication.

<b>When you hire a household employee:</b>	<input type="checkbox"/> Find out if the person can legally work in the United States. (Page 2) <input type="checkbox"/> Find out if you need to pay state taxes. (Page 3)
<b>When you pay your household employee:</b>	<input type="checkbox"/> Withhold social security and Medicare taxes. (Page 3) <input type="checkbox"/> Withhold federal income tax. (Page 5) <input type="checkbox"/> Make advance payments of the earned income credit. (Page 6) <input type="checkbox"/> Decide how you will make tax payments. (Page 6) <input type="checkbox"/> Keep records. (Page 8)
<b>By January 31, 1996:</b>	<input type="checkbox"/> Get an employer identification number. (Page 7) <input type="checkbox"/> Give your employee Copies B, C, and 2 of Form W-2, Wage and Tax Statement. (Page 7)
<b>By February 29, 1996:</b>	<input type="checkbox"/> Send Copy A of Form W-2 to the Social Security Administration. (Page 7)
<b>By April 15, 1996:</b>	<input type="checkbox"/> File Schedule H (Form 1040), Household Employment Taxes. (Page 8) <b>Where to file:</b> Attach Schedule H to your income tax return. See your tax booklet for the address.

- 3) Your parent. **Exception:** Count these wages if both of the following apply:
- Your child lives with you and is either under age 18 **or** has a physical or mental condition that requires the personal care of an adult for at least 4 continuous weeks in a calendar quarter, and
  - You are divorced and have not remarried, or you are a widow or widower, or you are married to and living with a person whose physical or mental condition prevents him or her from caring for your child for at least 4 continuous weeks in a calendar quarter.
- 4) An employee who is under age 18 at any time during the year. **Exception:** Count these wages if providing household services is the employee's principal occupation. If the employee is a student, providing household services is not considered to be his or her principal occupation.

Also, if your employee's social security and Medicare wages reach \$61,200 in 1995, do not count any wages you pay that employee during the rest of the year as social security wages to figure social security tax. (But continue to count the employee's cash wages as Medicare wages to figure Medicare tax.)

**Cash wages.** Cash wages include wages you pay with checks, money orders, etc. Cash wages do not include the value of food, lodging, clothing, and other non-cash items you give your household employee. However, cash you give your employee in place of these items is included in cash wages.

If you reimburse the amount your employee pays to commute to your home by public transit (bus, train, etc.), do not count the reimbursement (up to \$60 per month) as wages.

**Withholding the employee's share.** You should withhold the employee's share of social security and Medicare taxes if you expect to pay your household employee social security and Medicare wages of \$1,000 or more in 1995. Even if you are not sure you will pay that much, you may still withhold the taxes. However, if you prefer to pay the employee's share yourself, see *Not withholding the employee's share*, next.

Withhold 7.65% (6.2% for social security tax and 1.45% for Medicare tax) from each payment of social security and Medicare wages. You can use the table on page 12 to figure the proper amount to withhold. Instead of paying this amount to your employee, you will pay it to the IRS with a matching amount for your share of the taxes. Pay the taxes as discussed under *How Do You Make Tax Payments?* on page 6.

If you make an error by withholding too little, you should withhold additional taxes from a later payment. If you withhold too much, you should repay the employee.

**Example.** You hire a household employee (who is an unrelated individual over age 18) to care for your child and agree to pay cash wages of \$100 every Friday. You expect to pay your employee \$1,000 or more for the year. From each \$100 wage payment you should withhold \$6.20 ( $\$100 \times 6.2\%$ ) for your employee's share of social security tax and \$1.45 ( $\$100 \times 1.45\%$ ) for your employee's share of Medicare tax. You will match the \$7.65 ( $\$6.20 + \$1.45$ ) you withhold with \$7.65 from your own funds when you pay the taxes. You pay your employee the remaining \$92.35 ( $\$100 - \$7.65$ ) every Friday.

**Not withholding the employee's share.** If you prefer to pay your employee's social security and Medicare taxes from your own funds, you do not have to withhold them from your employee's wages. The social security and Medicare taxes you pay to cover your employee's

share must be included in the employee's wages for income tax purposes. However, they are not counted as social security and Medicare wages or as federal unemployment (FUTA) wages.

**Example.** You hire a household employee (who is an unrelated individual over age 18) to care for your child and agree to pay cash wages of \$100 every Friday. You expect to pay your employee \$1,000 or more for the year. You decide to pay your employee's share of social security and Medicare taxes from your own funds. For each \$100 wage payment you will pay \$15.30 when you pay the taxes. This is \$7.65 (\$6.20 for social security tax plus \$1.45 for Medicare tax) to cover your employee's share plus a matching \$7.65 for your share. You pay your employee \$100 every Friday without withholding any social security or Medicare taxes.

## Federal Unemployment (FUTA) Tax

The federal unemployment tax is part of the federal and state program under the Federal Unemployment Tax Act (FUTA) that pays unemployment compensation to workers who lose their jobs. Like most employers, you may owe both the federal unemployment tax (the FUTA tax) and a state unemployment tax. Or, you may owe only the FUTA tax or only the state unemployment tax. To find out whether you will owe state unemployment tax, contact your state's unemployment tax agency. See the list of state unemployment agencies in the Appendix on page 10 for the address.

The FUTA tax is 6.2% of your employee's FUTA wages. But it is reduced to 0.8% for 1995 if the FUTA wages you pay are not more than the wages that are subject to state unemployment tax, and you pay all state unemployment tax you owe for 1995 by April 15, 1996.

Do not withhold the FUTA tax from your employee's wages. You must pay it from your own funds. Pay the tax as discussed under *How Do You Make Tax Payments?* on page 6. Also, see *What Forms Must You File?* on page 7.

**FUTA wages.** You figure the FUTA tax on the FUTA wages you pay. If you pay cash wages to household employees totaling \$1,000 or more in any calendar quarter of 1995, the first \$7,000 of cash wages you pay to each household employee in 1995 and 1996 is FUTA wages. (A calendar quarter is January through March, April through June, July through September, or October through December.) If your employee's cash wages reach \$7,000 during the year, do not figure the FUTA tax on any wages you pay that employee during the rest of the year. For a discussion of "cash wages," see page 4.

If you pay less than \$1,000 cash wages in any calendar quarter of 1995, but you had a household employee in 1994, the cash wages you pay in 1995 may still be FUTA wages. They are FUTA wages if the cash wages you paid to household employees in any calendar quarter of 1994 totaled \$1,000 or more.

**Wages not counted.** To decide whether you are paying FUTA wages, do not count wages you pay to any of the following individuals:

- 1) Your spouse.
- 2) Your child who is under age 21.
- 3) Your parent.

**Example.** You hire a household employee (who is not related to you) on January 1, 1995, and agree to pay cash wages of \$200 every Friday. During January, February, and March you pay the employee cash wages of \$2,600. Because you pay cash wages of \$1,000 or more in a calendar quarter of 1995, the first \$7,000 of cash wages you pay the employee (or any other employee) in 1995 or 1996 is FUTA wages. The FUTA wages you pay are also subject to your state's unemployment tax.

During 1995, you pay your household employee cash wages of \$10,400. You pay all your state unemployment tax by April 15, 1996. Your FUTA tax for 1995 is \$56 ( $\$7,000 \times 0.8\%$ ).

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## Do You Need To Withhold Federal Income Tax?

You are not required to withhold federal income tax from wages you pay a household employee. However, if your household employee **asks** you to withhold federal income tax and you **agree**, you must withhold federal income tax from the employee's wages. The employee must give you a completed Form W-4, *Employee's Withholding Allowance Certificate*.

If you agree to withhold federal income tax, you are responsible for paying it to the IRS. Pay the tax as discussed under *How Do You Make Tax Payments?* on page 6. Also, see *What Forms Must You File?* on page 7.

Use the income tax withholding tables in Publication 15, *Circular E, Employer's Tax Guide*, to find out how much to withhold. Figure federal income tax withholding on wages before you deduct any amounts for other withheld taxes. Withhold federal income tax from each payment of wages based on the filing status and exemptions shown on your employee's Form W-4. Publication 15 contains detailed instructions.

**Wages.** You figure federal income tax withholding on both cash and noncash wages you pay. Measure wages you pay in any form other than cash by the value of the noncash item.

Do not count as wages any of the following items:

- Meals provided at your home for your convenience.
- Lodging provided at your home for your convenience and as a condition of employment.
- Up to \$60 a month for bus or train tokens (passes) you give your employee, or for any cash reimbursement

you make for the amount your employee pays to commute to your home by public transit.

- Up to \$160 a month for the value of parking you provide your employee at or near your home or at or near a location from which your employee commutes to your home.

See Publication 15 for more information on cash and noncash wages.

**Paying tax without withholding.** Any income tax you pay for your employee without withholding it from the employee's wages must be included in the employee's wages for federal income tax purposes. It is also counted as social security and Medicare wages and as federal unemployment (FUTA) wages.

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## What Do You Need To Know About the Earned Income Credit?

Certain workers can take the earned income credit (EIC) on their federal income tax return. This credit reduces their tax or allows them to receive a payment from the IRS if they do not owe tax. You may have to make advance payments of part of your household employee's EIC along with the employee's wages. You also may have to give your employee a notice about the EIC.

**Advance EIC payments.** You must make advance EIC payments if your employee gives you a properly completed Form W-5, *Earned Income Credit Advance Payment Certificate*. Any advance EIC payments you make reduce the amount of social security and Medicare taxes and withheld federal income tax you need to pay to the IRS. Use the advance EIC payment tables in Publication 15, *Circular E, Employer's Tax Guide*, to find out how much to pay your employee. But do not pay more than the amount of social security and Medicare taxes and withheld federal income tax you would otherwise need to pay to the IRS.

**Notice about the EIC.** The employee's copy (Copy C) of the IRS 1995 Form W-2, *Wage and Tax Statement*, has a statement about the EIC on the back. If you give your employee that copy by January 31, 1996 (as discussed under *Form W-2* on page 7), you do not have to give the employee any other notice about the EIC. Otherwise, you must give your household employee a notice about the EIC only if you agree to withhold federal income tax from the employee's wages (as discussed under *Do You Need To Withhold Federal Income Tax?* on page 5), but the income tax withholding tables show that no tax should be withheld. Even if not required, you are encouraged to give the employee a notice about the EIC if his or her 1995 wages are less than \$26,673.

Your notice about the EIC can be any of the following:

- 1) A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy C of the IRS Form W-2,
- 2) Notice 797, *Possible Federal Tax Refund Due to the Earned Income Credit (EIC)*, or
- 3) Your own written statement with the same wording as Notice 797.

If you must file Form W-2 for your employee, you must give your notice about the 1995 EIC to the employee by January 31, 1996, or if later, within one week of the date you give the employee a substitute Form W-2 that does not have the EIC statement. If Form W-2 is not required, you must give your notice to the employee by February 7, 1996.

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## How Do You Make Tax Payments?

When you file your 1995 federal income tax return, you will add the federal employment taxes on the wages you pay to your household employee in 1995, less any advance earned income credit payments you make to the employee, to your income tax. (For information about reporting the employment taxes on your return, see *Schedule H* on page 8.) The amount you owe with your return is due to the IRS by April 15, 1996.

For different payment rules that may apply if your home is on a farm or you also have employees who work in your business, see *Payment rules for business employers*, later in this discussion.

You can avoid owing tax with your return if you pay enough federal income tax before you file to cover the employment taxes for your household employee, as well as your income tax. If you are employed, you can ask your employer to withhold more federal income tax from your wages in 1995. If you get a pension or annuity, you can ask for more federal income tax withholding from your benefits. Or, you can make estimated tax payments for 1995 to the IRS, or increase your payments if you already make them.

You may have to pay an estimated tax penalty if you do not have enough federal income tax withheld or pay enough estimated tax. But for 1995, 1996, and 1997, the penalty does not apply to employment taxes for your household employee. Beginning with the taxes for 1998, the penalty can apply.

For information about paying taxes through federal income tax withholding and estimated tax payments and figuring the estimated tax penalty, get Publication 505, *Tax Withholding and Estimated Tax*.

**Asking for more federal income tax withholding.** If you are employed and want more federal income tax withheld from your wages to cover the employment taxes for your household employee, give your employer a new Form W-4, *Employee's Withholding Allowance*

*Certificate.* Complete it as before, but show the additional amount you want withheld from each paycheck on line 6.

If you get a pension or annuity and want more federal income tax withheld to cover the employment taxes for your household employee, give the payer a new Form W-4P, *Withholding Certificate for Pension or Annuity Payments* (or a similar form provided by the payer). Complete it as before, but show the additional amount you want withheld from each benefit payment on line 3.

To make sure you will have the right amount withheld, get Publication 919, *Is My Withholding Correct for 1995?* It will help you compare your total withholding for 1995 with the combined income tax and employment taxes that you can expect to figure on your 1995 return.

**Paying estimated tax.** If you want to make estimated tax payments to cover the employment taxes for your household employee, get Form 1040-ES, *Estimated Tax for Individuals*. Use its payment vouchers to make your payments. You can pay all of the employment taxes at once, or you can pay them in installments. If you have already made estimated tax payments for 1995, you can increase your remaining payments to cover the employment taxes. Estimated tax payments for 1995 are ordinarily due April 17, June 15, and September 15, 1995, and January 16, 1996.

**Payment rules for business employers.** If you own a business other than a farm as a sole proprietor and pay federal employment taxes for business employees, you can choose either of two ways to pay the 1995 federal employment taxes for your household employee. You can pay the taxes with your federal income tax as described above, or you can pay them with your deposits or other payments of the taxes for your business employees.

If your home is on a farm, you must pay the 1995 employment taxes for your household employee under the rules for depositing and paying employment taxes for farmworkers. For information on those rules, get Publication 51, *Circular A, Agricultural Employer's Tax Guide*. Include the taxes for your household employee with your deposits or payments of the taxes for other farmworkers.

If you pay the employment taxes for your household employee with business employment taxes, you must report them with those taxes on Form 941 and Form 940 (or 940-EZ). If your household employee is a farmworker, you must report the employment taxes and those for any other farmworkers on Form 943 and Form 940 (or 940-EZ). See *Business employment tax returns*, on page 8.

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## What Forms Must You File?

You must file certain forms to report your household employee's wages and the federal employment taxes for the employee if you:

- 1) Pay social security and Medicare wages,
- 2) Pay FUTA wages, or
- 3) Withhold federal income tax.

The employment tax forms and instructions you need will be sent to you automatically in January 1996 if you reported employment taxes for 1994 on Form 942, *Employer's Quarterly Tax Return for Household Employees*.

**Employer identification number (EIN).** You must include your employer identification number (EIN) on the forms you file for your household employee. An EIN is a 9-digit number issued by the IRS. It is not the same as a social security number. You ordinarily will have an EIN if you previously paid taxes for employees, either as a household employer or in a business you own as a sole proprietor. If you already have an EIN, use that number.

If you do not have an EIN, get Form SS-4, *Application for Employer Identification Number*. The instructions for Form SS-4 explain how you can apply for an EIN either by mail or by telephone. If you apply by telephone (not a toll-free call), an EIN will be assigned for your use immediately, but you must still send your completed Form SS-4 to the IRS. If you apply by mail, you will receive your EIN in the mail in approximately 4 weeks.

**Form W-2.** File a separate 1995 Form W-2, *Wage and Tax Statement*, for each household employee to whom you pay:

- 1) Social security and Medicare wages, or
- 2) Wages from which you withhold federal income tax.

You must complete Form W-2 and give Copies B, C, and 2 to your employee by January 31, 1996. You must send Copy A of Form W-2 to the Social Security Administration by February 29, 1996.

**Employee who leaves during the year.** If an employee stops working for you before the end of 1995, you may file Form W-2 and provide copies to your employee immediately after you make your final payment of wages. You do not need to wait until 1996. If the employee asks you for Form W-2, give it to him or her within 30 days after the request or the last wage payment, whichever is later.

**Form W-3.** If you must file Form W-2 for more than one household employee, use Form W-3, *Transmittal of Wage and Tax Statements*, to send the Forms W-2 to the Social Security Administration.

**Schedule H.** Use Schedule H (Form 1040), *Household Employment Taxes*, to report the federal employment taxes for your household employee if you:

- 1) Pay social security and Medicare wages,
- 2) Pay FUTA wages, or
- 3) Withhold federal income tax.

File Schedule H with your 1995 Form 1040 or 1040A by April 15, 1996. If you get an extension to file your Form 1040 or 1040A, the extension will also apply to your Schedule H.

**Business employment tax returns.** Do not use Schedule H (Form 1040) if you pay the employment taxes for your household employee with business employment taxes. (For information on choosing to pay the taxes that way, see *Payment rules for business employers*, on page 7.) Instead, each calendar quarter, include the social security, Medicare, and withheld federal income taxes for the employee for the quarter on the Form 941, *Employer's Quarterly Federal Tax Return*, you file for your business. Include the FUTA tax for the employee on your Form 940 (or 940-EZ), *Employer's Annual Federal Unemployment (FUTA) Tax Return*.

Also, do not use Schedule H if your household employee is a farmworker. Instead, report the social security, Medicare, and withheld federal income taxes for the employee and any other farmworker on Form 943, *Employer's Annual Tax Return for Agricultural Employees*. Report the FUTA tax for the employee and any other farmworker on Form 940 (or 940-EZ).

If you report the employment taxes for your household employee on Form 941 or Form 943, file Form W-2 for the employee with the Forms W-2 and Form W-3 for your business employees.

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## What Records Must You Keep?

Keep your copies of the employment tax forms you file and related Forms W-2, W-3, W-4, and W-5. You must also keep records to support the information you enter on the forms you file. If you are required to file Form W-2, you will need to keep a record of your employee's name, address, and social security number.

**Wage and tax records.** On each payday you should record the date and amounts of:

- 1) Your employee's cash and noncash wages,
- 2) Any employee social security tax you withhold or agree to pay for your employee,
- 3) Any employee Medicare tax you withhold or agree to pay for your employee,

- 4) Any federal income tax you withhold,
- 5) Any advance EIC payments you make, and
- 6) Any state employment taxes you withhold.

**Employee's social security number.** You must keep a record of your employee's name and social security number exactly as they appear on his or her social security card if you pay the employee:

- 1) Social security and Medicare wages, or
- 2) Wages from which you withhold federal income tax.

You must ask for your employee's social security number no later than the first day on which you pay the wages. You may wish to ask for it when you hire your employee.

An employee who does not have a social security number must apply for one on Form SS-5, *Application for a Social Security Card*. An employee who has lost his or her social security card or whose name is not correctly shown on the card should apply for a new card. Employees may get Form SS-5 from any Social Security Administration office or by calling 1-800-772-1213.

**How long to keep records.** Keep your employment tax records for at least 4 years after the due date of the return on which you report the taxes or the date the taxes were paid, whichever is later.

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## Where Can You Get More Information?

You can use the following phone numbers to order IRS publications and forms or ask tax questions.

**Ordering publications and forms.** To order free publications and forms, call 1-800-TAX-FORM (1-800-829-3676). You can also write to the IRS Forms Distribution Center nearest you. Check your income tax package for the address.

**Asking tax questions.** You can call the IRS with your tax question Monday through Friday during regular business hours. Check your telephone book for the local number or you can call 1-800-829-1040.

**Telephone help for hearing-impaired persons.** If you have access to TDD equipment, you can call 1-800-829-4059 with your tax questions or to order forms and publications. See your income tax package for the hours of operation.



## NOTES

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# Appendix: State Unemployment Tax Agencies

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The following list of state unemployment agencies was provided to the IRS by the U.S. Department of Labor. If the telephone number listed for your state would be a long distance call from your area, you can use the name of the agency to look for a local number in your telephone book.

## Alabama

Department of Industrial Relations  
649 Monroe Street  
Montgomery, AL 36131  
(205) 242-8371

## Alaska

Employment Security Division  
PO Box 25509  
Juneau, AK 99802-5509  
(907) 465-2757

## Arizona

Department of Economic Security  
Phoenix, AZ 85005  
(602) 255-4755

## Arkansas

Employment Security Division  
PO Box 2981  
Little Rock, AR 72203  
(501) 682-3253

## California

Employment Development Department, MIC-90  
PO Box 942880  
Sacramento, CA 94280-0001  
(916) 653-1528

## Colorado

Department of Labor and Employment  
1515 Arapahoe, Tower 3, Suite 200  
Denver, CO 80202  
(303) 839-4959

## Connecticut

Employment Security Division  
Labor Department  
200 Folley Brook Blvd.  
Wethersfield, CT 06109  
(203) 566-2128

## Delaware

Department of Labor  
Division of Unemployment Insurance  
PO Box 9149

Newark, DE 19714  
(302) 368-6635

## District of Columbia

Department of Employment Services  
500 C Street, NW  
Washington, DC 20001  
(202) 724-7462

## Florida

Department of Labor and Employment Security  
102 Caldwell Building  
Tallahassee, FL 32399  
(904) 921-3100

## Georgia

Department of Labor  
148 International Blvd.  
Atlanta, GA 30303  
(404) 656-6225

## Hawaii

Department of Labor and Industrial Relations  
800 Punchbowl Street  
Honolulu, HI 96813  
(808) 586-8927

## Idaho

Department of Employment  
317 Main Street  
Boise, ID 83735  
(208) 334-6240

## Illinois

Bureau of Employment Security  
401 South State Street  
Chicago, IL 60604  
(312) 793-1916

## Indiana

Division of Employment Security  
10 North Senate Avenue  
Indianapolis, IN 06204  
(317) 232-7682

## Iowa

Department of Job Services  
1000 East Grand Avenue  
Des Moines, IA 50319  
(515) 281-8200

## Kansas

Department of Human Resources  
401 Topeka Avenue  
Topeka, KS 66603  
(913) 296-5026

## Kentucky

Division of Unemployment Insurance  
CHR Building  
PO Box 948  
Frankfort, KY 40602  
(502) 564-6838

## Louisiana

Office of Employment Security  
PO Box 44186  
Baton Rouge, LA 70804  
(504) 342-2992

## Maine

Maine Department of Labor  
20 Union Street  
PO Box 309  
Augusta, ME 04332-0309  
(207) 287-1239

## Maryland

Office of Unemployment Insurance  
1100 North Eutaw Street  
Baltimore, MD 21201  
(410) 333-5782

## Massachusetts

Department of Employment and Training  
19 Staniford Street  
Boston, MA 02114  
(617) 727-5054

## Michigan

Employment Security Division  
7310 Woodward Avenue  
Detroit, MI 48202  
(313) 876-5131

## Minnesota

Department of Economic Security  
390 North Robert Street  
St. Paul, MN 55101  
(612) 296-3736

## Mississippi

Employment Security Commission  
PO Box 22781  
Jackson, MS 39225-2781  
(601) 961-7755

## Missouri

Division of Employment Security  
Box 59  
Jefferson City, MO 65104  
(314) 751-3328

**Montana**

Unemployment Insurance Division  
PO Box 1728  
Helena, MT 59604  
(406) 444-3686

**Nebraska**

Division of Employment  
Box 94600  
State House Station  
Lincoln, NE 68509  
(402) 471-9839

**Nevada**

Employment Security Department  
500 East Third Street  
Carson City, NV 89713  
(702) 687-4599

**New Hampshire**

Department of Employment  
Security  
32 South Main Street  
Concord, NH 03301  
(603) 224-3311 (ext. 270)

**New Jersey**

Division of Employment Security  
Revenue  
Labor Building, CN 947  
Trenton, NJ 08625-0947  
(609) 292-2810

**New Mexico**

Employment Security Department  
PO Box 2281  
Albuquerque, NM 87103  
(505) 841-8568

**New York**

State Department of Labor  
State Campus, Building 12  
Albany, NY 12240  
(518) 457-4120

**North Carolina**

Employment Security Commission  
PO Box 26504  
Raleigh, NC 27611  
(919) 733-7395

**North Dakota**

Job Service of North Dakota  
PO Box 5507  
Bismarck, ND 58502  
(701) 328-2814

**Ohio**

Bureau of Employment Services

145 South Front Street  
PO Box 923  
Columbus, OH 43216  
(614) 466-2578

**Oklahoma**

Employment Security Commission  
Will Rogers Memorial Office  
Building  
Oklahoma City, OK 73105  
(405) 557-7135

**Oregon**

Employment Department  
875 Union Street, NE  
Salem, OR 97311  
(503) 378-3257

**Pennsylvania**

Department of Labor and Industry  
Labor and Industry Building  
7th and Forster Street  
Harrisburg, PA 17121  
(717) 787-2097

**Rhode Island**

Department of Employment and  
Training  
101 Friendship Street  
Providence, RI 02903  
(401) 277-3688

**South Carolina**

Employment Security Commission  
PO Box 995  
Columbia, SC 29202  
(803) 737-3070

**South Dakota**

Department of Employment  
Security  
PO Box 4730  
Aberdeen, SD 57401  
(605) 626-2312

**Tennessee**

Department of Employment  
Security  
500 James Robertson Parkway  
8th Floor, Volunteer Plaza Building  
Nashville, TN 37245-3500  
(615) 741-2346

**Texas**

Employment Commission

Tax Section  
TEC Building  
Austin, TX 78778  
(512) 463-2712

**Utah**

Department of Employment  
Security  
140 East 300 South  
PO Box 45288  
Salt Lake City, UT 84145  
(801) 536-7755

**Vermont**

Department of Employment  
Security  
PO Box 488  
Montpelier, VT 05602  
(802) 828-4242

**Virginia**

Employment Commission  
PO Box 1358  
Richmond, VA 23211  
(804) 786-1256

**Washington**

Employment Security Department  
PO Box 9046  
Olympia, WA 98507-9046  
(206) 753-3822

**West Virginia**

Department of Employment  
Security  
State Office Building  
112 California Avenue  
Charleston, WV 25305-0112  
(304) 558-1324

**Wisconsin**

Department of Industry, Labor, and  
Human Relations  
PO Box 7942 — GEF 1  
Madison, WI 53702  
(608) 266-3177

**Wyoming**

Employment Resources Division  
PO Box 2760  
Casper, WY 82602  
(307) 235-3201

**EMPLOYEE SOCIAL SECURITY (6.2%) AND MEDICARE (1.45%) TAX WITHHOLDING TABLE**  
 (See Circular E for income tax withholding tables.)

Note: Use this table to figure the amount of social security and Medicare taxes to withhold from each wage payment. For example, on a wage payment of \$180, the employee social security tax is \$11.16 (\$8.20 tax on \$100 plus \$4.96 on \$80 wages). The employee Medicare tax is \$2.61 (\$1.45 tax on \$100 plus \$1.16 on \$80 wages).

If wage payment is:	The social security tax to be withheld is:	The Medicare tax to be withheld is:	If wage payment is:	The social security tax to be withheld is:	The Medicare tax to be withheld is:	If wage payment is:	The social security tax to be withheld is:	The Medicare tax to be withheld is:
\$ 1.00	.06	.01	\$36.00	\$2.23	.52	\$71.00	\$4.40	\$1.03
2.00	.12	.03	37.00	2.29	.54	72.00	4.46	1.04
3.00	.19	.04	38.00	2.36	.55	73.00	4.53	1.06
4.00	.25	.06	39.00	2.42	.57	74.00	4.59	1.07
5.00	.31	.07	40.00	2.48	.58	75.00	4.65	1.09
6.00	.37	.09	41.00	2.54	.59	76.00	4.71	1.10
7.00	.43	.10	42.00	2.60	.61	77.00	4.77	1.12
8.00	.50	.12	43.00	2.67	.62	78.00	4.84	1.13
9.00	.56	.13	44.00	2.73	.64	79.00	4.90	1.15
10.00	.62	.15	45.00	2.79	.65	80.00	4.96	1.16
11.00	.68	.16	46.00	2.85	.67	81.00	5.02	1.17
12.00	.74	.17	47.00	2.91	.68	82.00	5.08	1.19
13.00	.81	.19	48.00	2.98	.70	83.00	5.15	1.20
14.00	.87	.20	49.00	3.04	.71	84.00	5.21	1.22
15.00	.93	.22	50.00	3.10	.73	85.00	5.27	1.23
16.00	.99	.23	51.00	3.16	.74	86.00	5.33	1.25
17.00	1.05	.25	52.00	3.22	.75	87.00	5.39	1.26
18.00	1.12	.26	53.00	3.29	.77	88.00	5.46	1.28
19.00	1.18	.26	54.00	3.36	.78	89.00	5.52	1.29
20.00	1.24	.29	55.00	3.41	.80	90.00	5.58	1.31
21.00	1.30	.30	56.00	3.47	.81	91.00	5.64	1.32
22.00	1.36	.32	57.00	3.53	.83	92.00	5.70	1.33
23.00	1.43	.33	58.00	3.60	.84	93.00	5.77	1.35
24.00	1.49	.35	59.00	3.66	.86	94.00	5.83	1.36
25.00	1.55	.36	60.00	3.72	.87	95.00	5.89	1.38
26.00	1.61	.38	61.00	3.78	.88	96.00	5.95	1.39
27.00	1.67	.39	62.00	3.84	.90	97.00	6.01	1.41
28.00	1.74	.41	63.00	3.91	.91	98.00	6.08	1.42
29.00	1.80	.42	64.00	3.97	.93	99.00	6.14	1.44
30.00	1.86	.44	65.00	4.03	.94	100.00	6.20	1.45
31.00	1.92	.45	66.00	4.09	.96			
32.00	1.98	.46	67.00	4.15	.97			
33.00	2.05	.48	68.00	4.22	.99			
34.00	2.11	.49	69.00	4.28	1.00			
35.00	2.17	.51	70.00	4.34	1.02			