

Taxpayer name: \_\_\_\_\_

Prior to completing W-2's below are some common items which should be addressed:

- \_\_\_\_\_ Pension plan including correct code for type of plan
- \_\_\_\_\_ Flex Plan/Café Plan
- \_\_\_\_\_ Dependant Care Benefits
- \_\_\_\_\_ HSA
- \_\_\_\_\_ FMV of health insurance benefits for adult nondependent children younger than age 27. Valuation should be determined by using COBRA rates. Include in MN wages.
- \_\_\_\_\_ Group Life Insurance coverage over 50K
- \_\_\_\_\_ Third Party Sick Pay
- \_\_\_\_\_ Personal Use of Business Vehicle
- \_\_\_\_\_ Bonus paid to employees treated properly i.e. cash bonuses "grossed up"
- \_\_\_\_\_ Personal expenses paid by Company to be included in compensation i.e. personal disability insurance; personal life insurance; other perks
- \_\_\_\_\_ Expense per diems for non-accountable plans
- \_\_\_\_\_ W-4 and I-9 on file for all employees
- \_\_\_\_\_ HIRE Act exemptions handled properly
- \_\_\_\_\_ Review IRS form instructions at <http://www.irs.gov/pub/irs-pdf/iw2w3.pdf>
- \_\_\_\_\_ Other \_\_\_\_\_

If taxpayer is an S Corporation:

- \_\_\_\_\_ Health Insurance paid for >2% Shareholder
- \_\_\_\_\_ Group Life Insurance paid for >2% Shareholder
- \_\_\_\_\_ HSA for >2% Stockholder
- \_\_\_\_\_ Other \_\_\_\_\_

If taxpayer is a Schedule C entity

- \_\_\_\_\_ Any family employees not subject to FICA/Medicare/Unemployment Taxes

**\*\*Remember to reconcile G/L wages to W-3 and 941's\*\***