

FORM W-2

The IRS recommends filling out a blank **Form W-2** with the new hire’s legal name and social security number, as this information will be needed when it comes time for filing. Though you aren’t required to, you may ask to see a copy of a new hire’s social security card to confirm the number’s accuracy. [The Social Security Administration offers a free service](#) for employers looking to verify social security numbers.

If the employee offers you something called an Individual Taxpayer Identification Number (ITIN), note that these will not suffice. ITINs are only issued to individuals who are ineligible to work in the U.S., but still need identification for tax purposes.

If you use a technology platform to manage your [HR and payroll](#), this important information will likely already be in your database—and will pre-populate when it comes time to generate W-2s. Be sure to have employees periodically verify their personal information in your system of record, as you may have to file a corrected W-2 ([Form W-2C](#)) if there’s a discrepancy between what’s on the form and what the federal government has on record.

22222		a Employee's social security number		OMB No. 1545-0008					
b Employer identification number (EIN)			1 Wages, tips, other compensation		2 Federal income tax withheld				
c Employer's name, address, and ZIP code			3 Social security wages		4 Social security tax withheld				
			5 Medicare wages and tips		6 Medicare tax withheld				
			7 Social security tips		8 Allocated tips				
d Control number			9		10 Dependent care benefits				
e Employee's first name and initial		Last name		Suff.		11 Nonqualified plans		12a	
f Employee's address and ZIP code		13 Statutory employee <input type="checkbox"/>		Retirement plan <input type="checkbox"/>		Third-party sick pay <input type="checkbox"/>		12b	
		14 Other						12c	
								12d	
15 State Employer's state ID number		16 State wages, tips, etc.		17 State income tax		18 Local wages, tips, etc.		19 Local income tax	20 Locality name

Form **W-2** Wage and Tax Statement **2023** Department of the Treasury—Internal Revenue Service
 Copy 1—For State, City, or Local Tax Department

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