

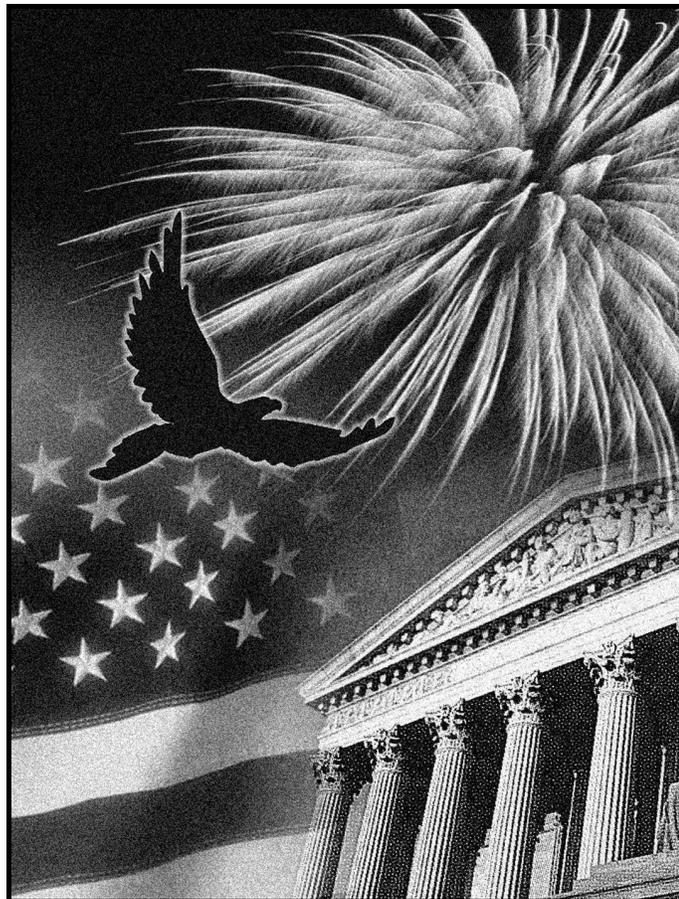


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Internal Revenue Service

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**Household
Employer's
Tax Guide
For Wages Paid in 2010**



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What's New

Credit reduction state. For 2009, Michigan is a credit reduction state. A state that has not repaid money it borrowed from the federal government to pay unemployment benefits is a "credit reduction state." The Department of Labor (DOL) determines these states. If an employer pays wages that are subject to the unemployment tax laws of a credit reduction state, that employer must pay additional federal unemployment tax. If you paid any wages that are subject to the unemployment compensation laws of the State of Michigan, your FUTA tax credit is reduced. See page H-5 in the 2009 Instructions for Schedule H (Form 1040) for more information.

No change to social security and Medicare wage threshold. The social security and Medicare wage threshold will remain at \$1,700 for 2010. This means that if you pay a household employee cash wages of less than \$1,700 in 2010, you do not have to report and pay social security and Medicare taxes on that employee's 2010

Reminder

Photographs of missing children. The Internal Revenue Service is a proud partner with the National Center for Missing and Exploited Children. Photographs of missing children selected by the Center may appear in this publication on pages that would otherwise be blank. You can help bring these children home by looking at the photographs and calling 1-800-THE-LOST (1-800-843-5678) if you recognize a child.

Introduction

The information in this publication applies to you only if you have a household employee. If you have a household employee in 2010, you may need to pay state and federal employment taxes for 2010. You generally must add your federal employment taxes to the income tax that you will report on your 2010 federal income tax return.

This publication will help you decide whether you have a household employee and, if you do, whether you need to pay federal employment taxes (social security tax, Medicare tax, federal unemployment tax, and federal income tax withholding). It explains how to figure, pay, and report these taxes for your household employee. It also explains what records you need to keep.

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

Comments and suggestions. We welcome your comments about this publication and your suggestions for future editions.

You can write to us at the following address:

Internal Revenue Service
Business Forms and Publications Branch
SE:W:CAR:MP:T:B:C
1111 Constitution Ave. NW, IR-6526
Washington, DC 20224

We respond to many letters by telephone. Therefore, it would be helpful if you would include your daytime phone number, including the area code, in your correspondence.

You can email us at *taxforms@irs.gov. (The asterisk must be included in the address.) Please put "Publications Comment" on the subject line. Although we cannot respond individually to each email, we do appreciate your feedback and will consider your comments as we revise our tax products.

Tax questions. If you have a tax question, check the information available on www.irs.gov or call 1-800-829-1040. We cannot answer tax questions sent to either of the above addresses.

Do You Have a Household Employee?

You have a household employee if you hired someone to do household work and that worker is your employee. The 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. It also does not matter whether you pay the worker on an hourly, daily, or weekly basis, or by the job.

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

Household work. Household work is work done in or around your home. Some examples of workers who do household work are:

- Babysitters
- Caretakers
- Cleaning people
- Domestic workers
- Drivers
- Health aides
- Housekeepers
- Maids
- Nannies
- Private nurses
- Yard workers

Workers who are not your employees. 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.

A worker who performs child care services for you in his or her home generally is not your employee.

If an agency provides the worker and controls what work is done and how it is done, the worker is not your employee.

Example. You made an agreement with John Peters to care for your lawn. John runs a lawn care business and offers his services to the general public. 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.

More information. More information about who is an employee is in Publication 15-A, Employer's Supplemental Tax Guide.

Can Your Employee Legally Work in the United States?



It is unlawful for you knowingly to 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, you and the employee must complete the U.S. Citizenship and Immigration Services (USCIS) Form I-9, Employment Eligibility Verification. No later than the first day of work, the employee must complete the employee section of the form by providing certain required information and attesting to his or her current work eligibility status in the United States. You must complete the employer section by examining documents presented by the employee as evidence of his or her identity and employment eligibility. Acceptable documents to establish identity and employment eligibility are listed on Form I-9. You should keep the completed Form I-9 in your own records. Do not submit it to the IRS, the USCIS, or any other government or other entity. The form must be kept available for review upon notice by an authorized U.S. Government official.

Two copies of Form I-9 are contained in the Handbook for Employers (Form M-274) published by the USCIS.



Call the USCIS at 1-800-870-3676 to order the Handbook for Employers; or you may download the handbook at www.uscis.gov/portal/site/uscis. If you have questions about the employment eligibility

verification process or other immigration-related employment matters, contact the USCIS Office of Business Liaison at 1-800-357-2099.



You also can visit the USCIS website at www.uscis.gov to get Form I-9.

For more information, see Employee's Social Security Number (SSN) in Publication 15 (Circular E), Employer's Tax Guide.

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, pay federal unemployment tax, or both. To find out, read *Table 1*.

You do not need to withhold federal income tax from your household employee's wages. But if your employee asks you to withhold it, you can. See *Do You Need To Withhold Federal Income Tax?* on page 6.

If you need to pay social security, Medicare, or federal unemployment tax or choose to withhold federal income tax, read *Table 2* on page 4 for an overview of what 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, read State employment taxes, next. The rest of this publication does not apply to you.

Table 1. Do You Need To Pay Employment Taxes?

| IF you ... | THEN you need to ... |
|--|--|
| A- Pay cash wages of \$1,700 or more in 2010 to any one household employee. Do not count wages you pay to— <ul style="list-style-type: none"> • Your spouse, • Your child under the age of 21, • Your parent (see page 4 for an exception), or • Any employee under the age of 18 at any time in 2010 (see page 4 for an exception). | Withhold and pay social security and Medicare taxes. <ul style="list-style-type: none"> • The taxes are 15.3% of cash wages. • Your employee's share is 7.65%. (You can choose to pay it yourself and not withhold it.) • Your share is a matching 7.65%. |
| B- Pay total cash wages of \$1,000 or more in any calendar quarter of 2009 or 2010 to household employees. Do not count wages you pay to— <ul style="list-style-type: none"> • Your spouse, • Your child under the age of 21, or • Your parent. | Pay federal unemployment tax. <ul style="list-style-type: none"> • The tax is usually 0.8% of cash wages. • Wages over \$7,000 a year per employee are not taxed. • You also may owe state unemployment tax. |
| 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. | |

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 *Appendix* near the end of the publication. You should also determine if you need to pay or collect other state employment taxes or carry workers' compensation insurance.

Social Security and Medicare Taxes

The social security tax pays for old-age, survivors, and disability benefits for workers and their families. The Medicare tax pays for hospital insurance.

Both you and your household employee may owe social security and Medicare taxes. Your share is 7.65% (6.2% for social security tax and 1.45% for Medicare tax) of the employee's social security and Medicare wages. Your employee's share is the same.



You can use Table 3 on page 18 to figure the amount of social security and Medicare taxes to withhold from each wage payment.

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. If you decide to pay the employee's share from your own funds, see *Not withholding the employee's share* on page 5. Pay the taxes as discussed under *How Do You Make Tax Payments?* on page 8. Also, see *What Forms Must You File?* on page 8.

Social security and Medicare wages. You figure social security and Medicare taxes on the social security and Medicare wages you pay your employee.

If you pay your household employee cash wages of \$1,700 or more in 2010, all cash wages you pay to that employee in 2010 (regardless of when the wages were

earned) are social security and Medicare wages. However, any noncash wages you pay do not count as social security and Medicare wages.

If you pay the employee less than \$1,700 in cash wages in 2010, none of the wages you pay the employee are social security and Medicare wages and neither you nor your employee will owe social security or Medicare tax on those wages.

Cash wages. Cash wages include wages you pay by check, money order, etc. Cash wages do not include the value of food, lodging, clothing, and other noncash items you give your household employee. However, cash you give your employee in place of these items is included in cash wages.

State disability payments treated as wages. Certain state disability plan payments that your household employee may receive are treated as social security and Medicare wages. For more information about these payments, see Instructions for Schedule H (Form 1040), Household Employers, and the notice issued by the state.

Wages not counted. Do not count wages you pay to any of the following individuals as social security and Medicare wages, even if these wages are \$1,700 or more during the year.

1. Your spouse.
2. Your child who is under the age of 21.
3. Your parent. **Exception:** Count these wages if both the following conditions apply.
 - a. Your parent cares for your child who is either of the following.
 - i. Under the age of 18, or

Table 2. Household Employer's Checklist

You may need to do the following things when you have a household employee.

| | |
|---|--|
| When you hire a household employee: | <input type="checkbox"/> Find out if the person can legally work in the United States. <input type="checkbox"/> Find out if you need to pay state taxes. |
| When you pay your household employee: | <input type="checkbox"/> Withhold social security and Medicare taxes. <input type="checkbox"/> Withhold federal income tax. <input type="checkbox"/> Make advance payments of the earned income credit. <input type="checkbox"/> Decide how you will make tax payments. <input type="checkbox"/> Keep records. |
| By January 31, 2011: | <input type="checkbox"/> Get an employer identification number (EIN). <input type="checkbox"/> Give your employee Copies B, C, and 2 of Form W-2, Wage and Tax Statement. |
| By February 28, 2011 (March 31, 2011 if you file Form W-2 electronically): | <input type="checkbox"/> Send Copy A of Form W-2 to the Social Security Administration (SSA). |
| By April 15, 2011: | <input type="checkbox"/> File Schedule H (Form 1040), Household Employment Taxes, with your 2010 federal income tax return (Form 1040). If you do not have to file a return, use one of the other filing options, such as the option to file Schedule H by itself. |

is \$7.65 (\$6.20 for social security tax + \$1.45 for Medicare tax) to cover your employee's share plus a matching \$7.65 for your share. For income tax purposes, your employee's wages each payday are \$107.65 (\$100 + the \$7.65 you will pay to cover your employee's share of social security and 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* for the address.

The FUTA tax is 6.2% of your employee's FUTA wages. However, you may be able to take a credit of up to 5.4% against the FUTA tax, resulting in a net tax of 0.8%. Your credit for 2010 is limited unless you pay all the required contributions for 2010 to your state unemployment fund by April 15, 2011. The credit you can take for any contributions for 2010 that you pay after April 15, 2011, is limited to 90% of the credit that would have been allowable if the contributions were paid by April 15, 2011. (If you did not pay all the required contributions for 2009 by April 15, 2010, see *Credit for 2009*, later.)

Pay the tax as discussed under *How Do You Make Tax Payments?* on page 8. Also, see *What Forms Must You File*, later.

Note. The 5.4% credit is reduced for wages paid in a credit reduction state. For 2009, Michigan is a credit reduction state. See the 2009 Instructions for Schedule H (Form 1040).



Do not withhold the FUTA tax from your employee's wages. You must pay it from your own funds.

FUTA wages. Figure the FUTA tax on the FUTA wages you pay. If you pay cash wages to all of your household employees totaling \$1,000 or more in any calendar quarter of 2009 or 2010, the first \$7,000 of cash wages you pay to each household employee in 2010 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 an explanation of cash wages, see the discussion on *Social Security and Medicare wages* on page 4.

Wages not counted. Do not count wages you pay to any of the following individuals as FUTA wages.

- Your spouse.
- Your child who is under the age of 21.
- Your parent.

Example. You hire a household employee (who is not related to you) on January 1, 2010, and agree to pay cash wages of \$200 every Friday. During January, February, and March, you pay the employee cash wages of \$2,600. You pay cash wages of \$1,000 or more in a calendar quarter of 2010, so the first \$7,000 of cash wages you pay the employee (or any other employee) in 2010 or 2011 is FUTA wages. The FUTA wages you pay may also be subject to your state's unemployment tax.

During 2010, you pay your household employee cash wages of \$10,400. You pay all the required contributions for 2010 to your state unemployment fund by April 15, 2011. Your FUTA tax for 2010 is \$56 (\$7,000 × 0.8%).

Credit for 2009. The credit you can take for any state unemployment fund contributions for 2009 that you pay after April 15, 2010, is limited to 90% of the credit that would have been allowable if the contributions were paid on or before April 15, 2010.



You must complete *Worksheet A* to figure the credit for late contributions if you paid any state contributions after the due date for filing Form 1040.

Do You Need To Withhold Federal Income Tax?

You are not required to withhold federal income tax from wages you pay a household employee. You should withhold federal income tax only if your household employee

Worksheet A. Worksheet for Credit for Late Contributions

Keep for Your Records



| | | |
|----|--|-------|
| 1. | Enter the amount from Schedule H, line 23 | _____ |
| 2. | Enter the amount from Schedule H, line 20 | _____ |
| 3. | Subtract line 2 from line 1. If zero or less, enter -0- | _____ |
| 4. | Enter total contributions paid to the state(s) after the Form 1040 due date | _____ |
| 5. | Enter the smaller of line 3 or 4 | _____ |
| 6. | Multiply line 5 by .90 (90%) | _____ |
| 7. | Add lines 2 and 6 | _____ |
| 8. | Enter the smaller of the amount on line 1 or 7 here and on Schedule H, line 24 | _____ |

asks you to withhold it and you agree. The employee must give you a completed Form W-4, Employee's Withholding Allowance Certificate.

If you and your employee have agreed to withholding, either of you may end the agreement by letting the other know in writing.

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 8. Also, see *What Forms Must You File?* on page 8.

Use the income tax withholding tables in Publication 15 (Circular E) 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 (Circular E) contains detailed instructions.

Wages. 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 fair market value of the noncash item.

Do not count as wages any of the following items.

- Meals provided to your employee at your home for your convenience.
- Lodging provided to your employee at your home for your convenience and as a condition of employment.
- Up to \$230 per month for 2010 for transit passes you give your employee (or for any cash reimbursement you make for the amount your employee pays for transit passes used to commute to your home if you qualify for this exclusion). A transit pass includes any pass, token, fare card, voucher, or similar item entitling a person to ride on mass transit, such as a bus or train. See Publication 15-B for special requirements for this exclusion.
- Up to \$230 per month for 2010 for the value of parking you provide your employee or for any cash reimbursement you make for the amount your employee pays and substantiates for parking at or near your home or at or near a location from which your employee commutes to your home.

See Publication 15 (Circular E) 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 also must be included in social security and Medicare wages and in federal unemployment (FUTA) wages.

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. You may have to make advance payment 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. Use the advance EIC payment tables in Publication 15 (Circular E), to find out how much to pay your employee.

Reduce the social security and Medicare taxes and withheld federal income tax you need to pay to the IRS by any advance EIC payments you make. See Publication 15 (Circular E), for more information about making advance EIC payments.

Notice about the EIC. Copy B of the 2010 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, 2011 (as discussed under *Form W-2*, on page 9), you do not have to give the employee any other notice about the EIC.

If you do not give your employee Copy B of the Form W-2, your notice about the EIC can be any of the following items.

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

If a substitute Form W-2 is given on time but does not have the required EIC information, you must notify the employee within one week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement about the 2010 EIC by January 31, 2011. If Form W-2 is not required, you must notify the employee by February 7, 2011.

You must give your household employee a notice about the EIC if you agree to withhold federal income tax from the employee's wages (as discussed earlier under *Do You Need To Withhold Federal Income Tax?*) and 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 2010 wages are less than \$35,535 (\$40,545 if married filing joint).

How Do You Make Tax Payments?

When you file your 2010 federal income tax return in 2011, attach Schedule H (Form 1040), Household Employment Taxes, to your Form 1040. Use Schedule H to figure your total household employment taxes (social security, Medicare, FUTA, and withheld federal income taxes). Add these household employment taxes to your income tax. Pay the amount due by April 15, 2011. (For more information about using Schedule H, see *Schedule H* under *What Forms Must You File?* on page 9.)

You can avoid owing tax with your return if you pay enough tax during the year to cover your household employment taxes, as well as your income tax. You can pay the additional tax in any of the following ways.

- Ask your employer to withhold more federal income tax from your wages in 2010.
- Ask the payer of your pension or annuity to withhold more federal income tax from your benefits.
- Make estimated tax payments for 2010 to the IRS.
- Increase your payments if you already make estimated tax payments.



You may be subject to the estimated tax underpayment penalty if you did not pay enough income and household employment taxes during the year. (See Publication 505, Tax Withholding and Estimated Tax, for information about the underpayment penalty.) However, you will not be subject to the penalty if both of the following situations apply to you.

- *You will not have federal income tax withheld from wages, pensions, or any other payments you receive.*
- *Your income taxes, excluding your household employment taxes, would not be enough to require payment of estimated taxes.*

Asking for more federal income tax withholding. If you are employed and want more federal income tax withheld from your wages to cover your household employment taxes, 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 receive a pension or annuity and want more federal income tax withheld to cover household employment taxes, 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.

Get Publication 919, *How Do I Adjust My Tax Withholding?*, to make sure you will have the right amount withheld. It will help you compare your total expected withholding for

2010 with the combined income tax and employment taxes that you can expect to figure on your 2010 return.

Paying estimated tax. If you want to make estimated tax payments to cover household employment taxes, get Form 1040-ES, Estimated Tax for Individuals. You can use its payment vouchers to make your payments by check or money order. You may be able to pay by Electronic Funds Withdrawal (EFW) or credit card. For details, see the form instructions and visit www.irs.gov.

You can pay all the employment taxes at once or you can pay them in installments. If you have already made estimated tax payments for 2010, you can increase your remaining payments to cover the employment taxes. Estimated tax payments for 2010 are due April 15, June 15, and September 15, 2010, and January 18, 2011.

Payment option for business employers. If you own a business as a sole proprietor or your home is on a farm operated for profit, you can choose either of two ways to pay your 2010 household employment taxes. You can pay them with your federal income tax as previously described, or you can include them with your federal employment tax deposits or other payments for your business or farm employees. For information on depositing employment taxes, see Publication 15 (Circular E).

If you pay your household employment taxes with your business or farm employment taxes, you must report your household employment taxes with those other employment taxes on Form 941, Employer's QUARTERLY Federal Tax Return, Form 944, Employer's ANNUAL Federal Tax Return, or Form 943, Employer's Annual Federal Tax Return for Agricultural Employees, and on Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return. See *Business employment tax returns*, later.



The deduction that can be taken on Schedules C and F (Form 1040) for wages and employment taxes applies only to wages and taxes paid for business and farm employees. You cannot deduct the wages and employment taxes paid for your household employees on your Schedule C or F.

More information. For more 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*.

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 pay any of the following wages to the employee.

- Social security and Medicare wages.
- FUTA wages.
- Wages from which you withhold federal income tax.

The employment tax forms and instructions you need for 2010 will be sent to you automatically in January 2011 if you reported employment taxes for 2009 on Schedule H. Otherwise, for information on ordering these forms, see *How To Get Tax Help* on page 11.

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 as a sole proprietor of a business you own. 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 get an EIN immediately by telephone or in about 4 weeks if you apply by mail. In addition, the IRS is now accepting applications through its website at www.irs.gov/businesses/small.

Form W-2. File a separate 2010 Form W-2, Wage and Tax Statement, for each household employee to whom you pay either of the following wages during the year.

- Social security and Medicare wages of \$1,700 or more.
- Wages from which you withhold federal income tax.

You must complete Form W-2 and give Copies B, C, and D to your employee by January 31, 2011. You must send Copy A of Form W-2 with Form W-3, Transmittal of Wage and Tax Statements, to the Social Security Administration by February 28, 2011 (March 31, 2011, if you file your Form W-2 electronically). Electronic filing is available to all employers and is free, fast, secure, and offers a later filing deadline. Visit the SSA's Employer W-2 Filing Instructions & Information website at www.socialsecurity.gov/employer for guidelines on filing electronically.

Employee who leaves during the year. If an employee stops working for you before the end of 2010, you can 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 2011. 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.

Schedule H. Use Schedule H to report household employment taxes if you pay any of the following wages to the employee.

- Cash wages of \$1,700 or more.
- FUTA wages.
- Wages from which you withhold federal income tax.

File Schedule H with your 2010 federal income tax return by April 15, 2011. If you get an extension to file your return, the extension also will apply to your Schedule H.

Filing options when no return is required. If you are not required to file a 2010 tax return, you have the following two options.

1. You can file Schedule H by itself. See the Schedule H instructions for details.
2. If, besides your household employee, you have other employees for whom you report employment taxes on Form 941, Form 944, or Form 943 and on Form 940, you can include your taxes for your household employee on those forms. See *Business employment tax returns*, next.

Employers having the options listed above include certain tax-exempt organizations that do not have to file a tax return, such as churches that pay a household worker to take care of a minister's home.

Business employment tax returns. Do not use Schedule H if you choose to pay the employment taxes for your household employee with business or farm employment taxes. (See *Payment option for business employers*, earlier.) Instead, include the social security, Medicare, and withheld federal income taxes for the employee on the Form 941, or Form 944, you file for your business or on the Form 943, you file for your farm. Include the FUTA tax for the employee on your Form 940.

If you report the employment taxes for your household employee on Form 941, Form 944, or Form 943, file Form W-2 for that employee with the Forms W-2 and Form W-3 for your business or farm employees.

For information on filing Form 941 or Form 944, get Publication 15 (Circular E). For information on filing Form 943, get Publication 51 (Circular A), Agricultural Employer's Tax Guide. Both of these publications also provide information about filing Form 940.

What Records Must You Keep?



Keep your copies of Schedule H or other 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 must 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 all the following items.

- Your employee's cash and noncash wages.
- Any employee social security tax you withhold or agree to pay for your employee.
- Any employee Medicare tax you withhold or agree to pay for your employee.
- Any federal income tax you withhold.
- Any advance EIC payments you make.
- 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 either of the following.

- Social security and Medicare wages of \$1,700 or more.
- 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. You should ask your employee to show you his or her social security card. The employee may show the card if it is available. You may, but are not required to, photocopy the card if the employee provides it.

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 may apply for a replacement card.



Employees can get Form SS-5 from any Social Security Administration office or by calling 1-800-772-1213.



You also can download Form SS-5 from the Social Security Administration website, www.socialsecurity.gov/online/ss-5.pdf.

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.

Can You Claim a Credit for Child and Dependent Care Expenses?

If your household employee cares for your dependent who is under age 13 or for your spouse or dependent who is not capable of self-care, you may be able to take an income tax credit of up to 35% of your expenses. To qualify, you must pay these expenses so you can work or look for work. If you can take the credit, you can include in your qualifying expenses your share of the federal and state employment taxes you pay, as well as the employee's wages. For information about the credit, see Publication 503, Child and Dependent Care Expenses.

How Can You Correct Schedule H?

If you discover that you made an error on a Schedule H (or Anexo H-PR), the forms used to correct the error depend on whether the Schedule H was attached to another form or whether it was filed by itself.

Schedule H attached to another form. If you discover an error on a Schedule H that you previously filed with Form 1040, 1040NR, or Form 1040-SS, file Form 1040X and attach a corrected Schedule H. If you filed Formulario 1040-PR, file a Form 1040X and attach a corrected Anexo H-PR. If you discover an error on a Schedule H that you previously filed with Form 1041, file an "amended" Form 1041 and attach a corrected Schedule H. You discovered (that is, ascertained) the error when you had enough information to be able to correct the error. Write "CORRECTED" (or "CORREGIDO") and the date you discovered the error in the top margin of your corrected Schedule H (or Anexo H-PR), (in dark, bold letters). In addition, explain the reason for your correction and the date the error was discovered in Part C of Form 1040X or in a statement attached to the amended Form 1041.

Schedule H filed by itself. If you discover an error on a Schedule H (or Anexo H-PR) that you filed as a stand-alone return, file another stand-alone Schedule H with the corrected information. You discovered (that is, ascertained) the error when you had enough information to be able to correct the error. Write "CORRECTED" (or "CORREGIDO") and the date you discovered the error in the top margin of your corrected Schedule H (or Anexo H-PR), (in dark, bold letters). In addition, explain the reason for your correction and the date the error was discovered in Part II of Form 1040X or in a statement attached to the corrected Schedule H. If you have an overpayment, also write "ADJUSTED" (or "CORREGIDO") or "REFUND" (or "REEMBOLSO") in the top margin, depending on whether you want to adjust your overpayment or claim a refund. (See *Overpayment of tax*, later.)

When to file. File a corrected Schedule H when you discover an error on a previously filed Schedule H. If you are correcting an underpayment, file a corrected Schedule H no later than the due date of your next tax return (generally, April 15 of the following calendar year) after you discover the error. If you are correcting an overpayment, file a corrected Schedule H within the refund period of limitations (generally 3 years of the date your original form was filed or within 2 years from the date you paid the tax, whichever is later).

Underpayment of tax. You **must** pay any underpayment of social security and Medicare taxes by the time you file the corrected Schedule H. Generally, by filing on time and paying by the time you file the return, you will not be charged interest (and will not be subject to failure-to-pay or estimated tax penalties) on the balance due. However, underreported FUTA taxes will be subject to interest.

Overpayment of tax. You may either adjust or claim a refund of an overpayment of social security and Medicare taxes on a previously filed Schedule H. However, if you are correcting an overpayment and are filing the corrected Schedule H within 90 days of the expiration of the period of limitations, you can only claim a refund of the overpayment.

Adjust the overpayment. If the corrected Schedule H is filed with a Form 1040X or an amended Form 1041, adjust your return by indicating on line 22 of the Form

1040X or on line 29a of the Form 1041 that you would like the overpayment applied to your estimated taxes on Form 1040, Form 1040NR, Form 1040-PR, Form 1040-SS, or Form 1041 for the year in which you are filing the corrected Schedule H. If the corrected Schedule H is filed as a stand-alone return, adjust your return by writing “ADJUSTED” (or “CORREGIDO”) in the top margin (in dark, bold letters). If you adjust your return, you will not receive interest on your overpayment. If the corrected Schedule H will be filed within 90 days of the expiration of the refund period of limitations, you may not adjust the return and must claim a refund for the overpayment. You may not adjust your return to correct overpayments of FUTA tax.

Claim for refund process. If the corrected Schedule H is filed with a Form 1040X or an amended Form 1041, claim a refund by indicating that you would like the overpayment refunded to you on line 21 of the Form 1040X or line 29b of the Form 1041. If the corrected Schedule H is filed as a stand-alone return, claim a refund by writing “REFUND” (or “REEMBOLSO”) in the top margin (in dark, bold letters). You will receive interest on any overpayment refunded, unless the overpayment is for FUTA tax because you were entitled to increased credits for state contributions.

Required repayment or consent. If you previously overreported social security and Medicare taxes, you may adjust your overpayment only after you have repaid or reimbursed your employees in the amount of the overcollection of employee tax. You reimburse your employees by applying the overwithheld amount against taxes to be withheld on future wages. You may claim a refund for the overpayment only after you have repaid or reimbursed your employees in the amount of the overcollection or you have obtained consents from your employees to file the claim for refund for the employee tax. Include a statement that you repaid or reimbursed your employees, or obtained their written consents in the case of a claim for refund, in Part C of Form 1040X or in a statement attached to the amended Form 1041 or the stand-alone corrected Schedule H.

Filing required Forms W-2 or Forms W-2c. Whether you previously underreported tax or overreported tax, you will generally be required to file Form W-2, Wage and Tax Statement, or their territorial equivalents (if none was previously filed), or Form W-2c, Corrected Wage and Tax Statement, to reflect the changes reported on your corrected Schedule H.

Additional information. For more information about correcting errors on a previously filed Schedule H, see page 4 of Form 944-X, *Form 944-X: Which process should you use?* (substitute “Schedule H” for “Form 944-X”) and the *Overview of New Processes* section in the Instructions for Form 944-X (or Formulario 944-X (PR)). Also, see the IRS website at www.irs.gov.

How To Get Tax Help

You can get help with unresolved tax issues, order free publications and forms, ask tax questions, and get information from the IRS in several ways. By selecting the method that is best for you, you will have quick and easy access to tax help.

Contacting your Taxpayer Advocate. The Taxpayer Advocate Service (TAS) is an independent organization within the IRS whose employees assist taxpayers who are experiencing economic harm, who are seeking help in resolving tax problems that have not been resolved through normal channels, or who believe that an IRS system or procedure is not working as it should. Here are seven things every taxpayer should know about TAS:

- TAS is your voice at the IRS.
- Our service is free, confidential, and tailored to meet your needs.
- You may be eligible for TAS help if you have tried to resolve your tax problem through normal IRS channels and have gotten nowhere, or you believe an IRS procedure just isn't working as it should.
- TAS helps taxpayers whose problems are causing financial difficulty or significant cost, including the cost of professional representation. This includes businesses as well as individuals.
- TAS employees know the IRS and how to navigate it. We will listen to your problem, help you understand what needs to be done to resolve it, and stay with you every step of the way until your problem is resolved.
- TAS has at least one local taxpayer advocate in every state, the District of Columbia, and Puerto Rico. You can call your local advocate, whose number is in your phone book, in Pub. 1546, Taxpayer Advocate Service—Your Voice at the IRS, and on our website at www.irs.gov/advocate. You can also call our toll-free line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.
- You can learn about your rights and responsibilities as a taxpayer by visiting our online tax toolkit at www.taxtoolkit.irs.gov.

Low Income Taxpayer Clinics (LITCs). The Low Income Taxpayer Clinic program serves individuals who have a problem with the IRS and whose income is below a certain level. LITCs are independent from the IRS. Most LITCs can provide representation before the IRS or in court on audits, tax collection disputes, and other issues for free or a small fee. If an individual's native language is not English, some clinics can provide multilingual information about taxpayer rights and responsibilities. For more information, see Publication 4134, Low Income Taxpayer Clinic List. This publication is available at www.irs.gov, by calling 1-800-TAX-FORM (1-800-829-3676), or at your local IRS office.

Free tax services. To find out what services are available, get Publication 910, IRS Guide to Free Tax Services. It contains lists of free tax information sources, including publications, services, and free tax education and assistance programs. It also has an index of over 100 TeleTax topics (recorded tax information) you can listen to on your telephone.

Accessible versions of IRS published products are available on request in a variety of alternative formats for people with disabilities.

Free help with your return. Free help in preparing your return is available nationwide from IRS-trained volunteers. The Volunteer Income Tax Assistance (VITA) program is designed to help low-income taxpayers and the Tax Counseling for the Elderly (TCE) program is designed to assist taxpayers age 60 and older with their tax returns. Many VITA sites offer free electronic filing and all volunteers will let you know about credits and deductions you may be entitled to claim. To find the nearest Vita or TCE site, call 1-800-829-1040.

As part of the TCE program, AARP offers the Tax-Aide counseling program. To find the nearest AARP Tax-Aide site, call 1-888-227-7669 or visit AARP's website at www.aarp.org/money/taxaide.

For more information on these programs, go to www.irs.gov and enter keyword "VITA" in the upper right-hand corner.



Internet. You can access the IRS website at www.irs.gov 24 hours a day, 7 days a week to:

- *E-file* your return. Find out about commercial tax preparation and *e-file* services available free to eligible taxpayers.
- Check the status of your 2009 refund. Go to www.irs.gov and click on *Where's My Refund*. Wait at least 72 hours after the IRS acknowledges receipt of your e-filed return, or 3 to 4 weeks after mailing a paper return. If you filed Form 8379 with your return, wait 14 weeks (11 weeks if you filed electronically). Have your 2009 tax return available so you can provide your social security number, your filing status, and the exact whole dollar amount of your refund.
- Download forms, instructions, and publications.
- Order IRS products online.
- Research your tax questions online.
- Search publications online by topic or keyword.
- Use the online Internal Revenue Code, Regulations, or other official guidance.
- View Internal Revenue Bulletins (IRBs) published in the last few years.
- Figure your withholding allowances using the withholding calculator online at www.irs.gov/individuals.
- Determine if Form 6251 must be filed by using our Alternative Minimum Tax (AMT) Assistant.

- Sign up to receive local and national tax news by email.
- Get information on starting and operating a small business.



Phone. Many services are available by phone.

- *Ordering forms, instructions, and publications.* Call 1-800-TAX FORM (1-800-829-3676) to order current-year forms, instructions, and publications, and prior-year forms and instructions. You should receive your order within 10 days.
- *Asking tax questions.* Call the IRS with your tax questions at 1-800-829-1040.
- *Solving problems.* You can get face-to-face help solving tax problems every business day in IRS Taxpayer Assistance Centers. An employee can explain IRS letters, request adjustments to your account, or help you set up a payment plan. Call your local Taxpayer Assistance Center for an appointment. To find the number, go to www.irs.gov/localcontacts or look in the phone book under *United States Government, Internal Revenue Service*.
- *TTY/TDD equipment.* If you have access to TTY/TDD equipment, call 1-800-829-4059 to ask tax questions or to order forms and publications.
- *TeleTax topics.* Call 1-800-829-4477 to listen to pre-recorded messages covering various tax topics.
- *Refund information.* To check the status of your 2009 refund, call 1-800-829-1954 during business hours or 1-800-829-4477 (automated refund information 24 hours a day, 7 days a week). Wait at least 72 hours after the IRS acknowledges receipt of your e-filed return, or 3 to 4 weeks after mailing a paper return. If you filed Form 8379 with your return, wait 14 weeks (11 weeks if you filed electronically). Have your 2009 tax return available so you can provide your social security number, your filing status, and the exact whole dollar amount of your refund. Refunds are sent out weekly on Fridays. If you check the status of your refund and are not given the date it will be issued, please wait until the next week before checking back.
- *Other refund information.* To check the status of a prior year refund or amended return refund, call 1-800-829-1954.

Evaluating the quality of our telephone services. To ensure IRS representatives give accurate, courteous, and professional answers, we use several methods to evaluate the quality of our telephone services. One method is for a second IRS representative to listen in on or record random telephone calls. Another is to ask some callers to complete a short survey at the end of the call.



Walk-in. Many products and services are available on a walk-in basis.

- **Products.** You can walk in to many post offices, libraries, and IRS offices to pick up certain forms, instructions, and publications. Some IRS offices, libraries, grocery stores, copy centers, city and county government offices, credit unions, and office supply stores have a collection of products available to print from a CD or photocopy from reproducible proofs. Also, some IRS offices and libraries have the Internal Revenue Code, regulations, Internal Revenue Bulletins, and Cumulative Bulletins available for research purposes.
- **Services.** You can walk in to your local Taxpayer Assistance Center every business day for personal, face-to-face tax help. An employee can explain IRS letters, request adjustments to your tax account, or help you set up a payment plan. If you need to resolve a tax problem, have questions about how the tax law applies to your individual tax return, or you are more comfortable talking with someone in person, visit your local Taxpayer Assistance Center where you can spread out your records and talk with an IRS representative face-to-face. No appointment is necessary—just walk in. If you prefer, you can call your local Center and leave a message requesting an appointment to resolve a tax account issue. A representative will call you back within 2 business days to schedule an in-person appointment at your convenience. If you have an ongoing, complex tax account problem or a special need, such as a disability, an appointment can be requested. All other issues will be handled without an appointment. To find the number of your local office, go to www.irs.gov/localcontacts or look in the phone book under *United States Government, Internal Revenue Service*.



Mail. You can send your order for forms, instructions, and publications to the address below. You should receive a response within 10 days after your request is received.

Internal Revenue Service
1201 N. Mitsubishi Motorway
Bloomington, IL 61705-6613



DVD for tax products. You can order Publication 1796, IRS Tax Products DVD, and obtain:

- Current-year forms, instructions, and publications.
- Prior-year forms, instructions, and publications.
- Tax Map: an electronic research tool and finding aid.
- Tax law frequently asked questions.
- Tax Topics from the IRS telephone response system.
- Internal Revenue Code—Title 26 of the U.S. Code.
- Fill-in, print, and save features for most tax forms.
- Internal Revenue Bulletins.
- Toll-free and email technical support.
- Two releases during the year.
 - The first release will ship the beginning of January 2010.
 - The final release will ship the beginning of March 2010.

Purchase the DVD from National Technical Information Service (NTIS) at www.irs.gov/cdorders for \$30 (no handling fee) or call 1-877-233-6767 toll free to buy the DVD for \$30 (plus a \$6 handling fee).

Appendix: State Unemployment Tax Agencies



The following list of state unemployment tax 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. The addresses and telephone numbers of the agencies, which were current at the time this publication was prepared for print, are subject to change.



For the most up-to-date addresses and telephone numbers for these agencies, visit the U.S. Department of Labor's website at

www.workforcesecurity.doleta.gov/unemploy/agencies.asp.

| State | Address | Telephone number / Website |
|-----------------------------|---|--|
| Alabama | Department of Industrial Relations 649 Monroe Street Montgomery, AL 36131-0099 | (334) 242-8830 www.dir.alabama.gov |
| Alaska | Employment Security Tax Department of Labor and Workforce Development P.O. Box 115509 Juneau, AK 99811-5509 | (888) 448-3527 www.labor.state.ak.us/estax |
| Arizona | Department of Economic Security Unemployment Tax - 911B P.O. Box 6028 Phoenix, AZ 85005-6028 | (602) 771-6601 www.azdes.gov/esa/uitax/uihome.asp |
| Arkansas | Department of Workforce Services P.O. Box 2981 Little Rock, AR 72203-2981 | (501) 682-3798 www.state.ar.us/esd |
| California | Employment Development Department Account Services Group, MIC 90 P.O. Box 942880 Sacramento, CA 94280 | (888) 745-3886 www.edd.cahwnet.gov |
| Colorado | Department of Labor and Employment Unemployment Insurance Operations P.O. Box 8789 Denver, CO 80201-8789 | (800) 480-8299 www.coworkforce.com |
| Connecticut | Connecticut Department of Labor 200 Folly Brook Blvd. Wethersfield, CT 06109-1114 | (860) 263-6550 www.ctdol.state.ct.us |
| Delaware | Division of Unemployment Insurance Department of Labor P.O. Box 9950 Wilmington, DE 19809-0950 | (302) 761-8484 www.delawareworks.com |
| District of Columbia | Department of Employment Services Office of Unemployment Compensation Tax Division 609 H Street NE, 3rd Floor Washington, DC 20001-4347 | (202) 698-7550 www.dcnetworks.org |
| Florida | Unemployment Compensation Service Agency for Workforce Innovation 107 E. Madison Street MSC 229 Tallahassee, FL 32399 | (800) 482-8293 http://dor.myflorida.com/dor/uc |
| Georgia | Department of Labor 148 Andrew Young Inter Blvd., Suite 800 Atlanta, GA 30303-1732 | (404) 232-3301 www.dol.state.ga.us |
| Hawaii | Department of Labor and Industrial Relations 830 Punchbowl Street Room 437 Honolulu, HI 96813-5096 | (808) 586-8913 www.hawaii.gov/labor |

| State | Address | Telephone number / Website |
|----------------------|--|--|
| Idaho | Department of Labor 317 W. Main Street Boise, ID 83735-0002 | (800) 448-2977 www.labor.state.id.us |
| Illinois | Department of Employment Security 33 South State Street Chicago, IL 60603 | (800) 247-4984 www.ides.state.il.us |
| Indiana | Department of Workforce Development 10 North Senate Avenue Room SE 106 Indianapolis, IN 46204-2277 | (317) 232-7436 www.in.gov/dwd |
| Iowa | Workforce Development 1000 East Grand Avenue Des Moines, IA 50319-0209 | (515) 281-5339 www.iowaworkforce.org/ui |
| Kansas | Department of Labor 401 SW Topeka Blvd. Topeka, KS 66603-3182 | (785) 296-5027 www.dol.ks.gov |
| Kentucky | Department of Employment Services P.O. Box 948 Frankfort, KY 40602-0948 | (502) 564-2272 www.oet.ky.gov |
| Louisiana | Louisiana Workforce Commission P.O. Box 94049 Baton Rouge, LA 70804 | (225) 342-2944 www.laworks.net/homepage.asp |
| Maine | Department of Labor Station 47 Augusta, ME 04333-0047 | (207) 621-5120 www.state.me.us/labor |
| Maryland | Department of Labor, Licensing & Regulation 1100 North Eutaw Street Room 414 Baltimore, MD 21201-2201 | (800) 492-5524 www.dllr.state.md.us |
| Massachusetts | Division of Employment and Training 19 Staniford Street Boston, MA 02114-2589 | (617) 626-5050 www.detma.org |
| Michigan | Department of Energy, Labor and Economic Growth, UI Agency 3024 West Grand Blvd. Detroit, MI 48202-6024 | (313) 456-2180 www.michigan.gov/uia |
| Minnesota | Department of Employment and Economic Development 332 Minnesota Street, Suite E200 St. Paul, MN 55101-1351 | (651) 296-6141 www.uimn.org/tax |
| Mississippi | Department of Employment Security P.O. Box 22781 Jackson, MS 39225-2781 | (866) 806-0272 www.mdes.ms.gov |
| Missouri | Division of Employment Security P.O. Box 59 Jefferson City, MO 65104-0059 | (573) 751-3340 www.dolir.mo.gov |
| Montana | Unemployment Insurance Division P.O. Box 6339 Helena, MT 59604-6339 | (406) 444-3834 www.uid.dli.mt.gov |
| Nebraska | Department of Labor Box 94600 State House Station Lincoln, NE 68509-4600 | (402) 471-9940 www.dol.state.ne.us |
| Nevada | Department of Employment Training and Rehabilitation 500 East Third Street Carson City, NV 89713-0030 | (775) 684-6300 https://uitax.nvdetr.org |

| State | Address | Telephone number / Website |
|-----------------------|---|--|
| New Hampshire | Department of Employment Security 32 South Main Street Concord, NH 03301-4857 | (603) 228-4033 www.nhes.state.nh.us |
| New Jersey | Department of Labor and Workforce Development P.O. Box 947 Trenton, NJ 08625-0947 | (609) 633-6400 http://lwd.dol.state.nj.us |
| New Mexico | Department of Workforce Solutions P.O. Box 2281 Albuquerque, NM 87103-2281 | (505) 841-8576 www.dws.state.nm.us |
| New York | Department of Labor State Campus, Building 12 Room 500 Albany, NY 12240-0339 | (518) 457-4179 www.labor.state.ny.us |
| North Carolina | Employment Security Commission P.O. Box 26504 Raleigh, NC 27611-6504 | (919) 733-7396 www.ncesc.com |
| North Dakota | Job Service of North Dakota P.O. Box 5507 Bismarck, ND 58506-5507 | (701)328-2814 www.jobsnd.com |
| Ohio | Department of Job and Family Services P.O. Box 182404 Columbus, OH 43218-2404 | (614) 466-2319 www.jfs.ohio.gov |
| Oklahoma | Employment Security Commission P.O. Box 52003 Oklahoma City, OK 73152-2003 | (405) 557-7173 www.oesc.state.ok.us |
| Oregon | Employment Department 875 Union Street NE Room 107 Salem, OR 97311-0030 | (503) 947-1488, option 5 www.oregon.gov/employ/tax |
| Pennsylvania | Department of Labor and Industry 7th and Forster Street, Room 915 Harrisburg, PA 17121-0001 | (717) 787-7679 www.dli.state.pa.us |
| Puerto Rico | Department of Labor and Human Resources P.O. Box 1020 San Juan, PR 00919 | (787) 754-5262 www.dtrh.gobierno.pr |
| Rhode Island | Division of Taxation One Capitol Hill, Suite 36 Providence, RI 02908-5829 | (401) 574-8700 www.uitax.ri.gov |
| South Carolina | Employment Security Commission P.O. Box 995 Columbia, SC 29202-0995 | (803) 737-3075 www.sces.org/ui |
| South Dakota | Department of Labor P.O. Box 4730 Aberdeen, SD 57402-4730 | (605) 626-2312 www.state.sd.us |
| Tennessee | Department of Labor and Workforce Development 220 French Landing Drive Nashville, TN 37243 | (615) 741-2486 www.state.tn.us/labor-wfd/esdiv.html |
| Texas | Texas Workforce Commission P.O. Box 149037 Austin, TX 78714-9037 | (512) 463-2700 www.twc.state.tx.us |
| Utah | Department of Workforce Services P.O. Box 45288 Salt Lake City, UT 84145-0288 | (801) 526-9400 www.jobs.utah.gov |
| Vermont | Department of Labor P.O. Box 488 Montpelier, VT 05601-0488 | (802) 828-4252 www.labor.vermont.gov |

| State | Address | Telephone number / Website |
|-----------------------|---|--|
| Virginia | Virginia Employment Commission P.O. Box 1358 Richmond, VA 23218-1358 | (804) 371-7159 www.VAEmploy.com |
| Virgin Islands | Department of Labor P.O. Box 302608 St. Thomas, VI 00803-2608 | (340) 776-1440 www.vidol.gov |
| Washington | Employment Security Department P.O. Box 9046 Olympia, WA 98507-9046 | (360) 902-9360 www.esd.wa.gov/uitax/index.php |
| West Virginia | Bureau of Employment Programs 112 California Avenue Charleston, WV 25305-0016 | (304) 558-2676 www.wvbep.org/bep/uc |
| Wisconsin | Department of Workforce Development P.O. Box 7942 Madison, WI 53707-7942 | (608) 261-6700 www.dwd.state.wi.us |
| Wyoming | Unemployment Tax Division P.O. Box 2760 Casper, WY 82602-2760 | (307) 235-3217 http://wydoe.state.wy.us |

Table 3. Employee Social Security (6.2%) and Medicare (1.45%) Tax Withholding Table

(See Circular E for income tax withholding tables.)

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 (\$6.20 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: |
|---------------------|--|-------------------------------------|---------------------|--|-------------------------------------|
| \$ 1.00 | \$.06 | \$.01 | \$ 51.00 | \$ 3.16 | \$.74 |
| 2.00 | .12 | .03 | 52.00 | 3.22 | .75 |
| 3.00 | .19 | .04 | 53.00 | 3.29 | .77 |
| 4.00 | .25 | .06 | 54.00 | 3.35 | .78 |
| 5.00 | .31 | .07 | 55.00 | 3.41 | .80 |
| 6.00 | .37 | .09 | 56.00 | 3.47 | .81 |
| 7.00 | .43 | .10 | 57.00 | 3.53 | .83 |
| 8.00 | .50 | .12 | 58.00 | 3.60 | .84 |
| 9.00 | .56 | .13 | 59.00 | 3.66 | .86 |
| 10.00 | .62 | .15 | 60.00 | 3.72 | .87 |
| 11.00 | .68 | .16 | 61.00 | 3.78 | .88 |
| 12.00 | .74 | .17 | 62.00 | 3.84 | .90 |
| 13.00 | .81 | .19 | 63.00 | 3.91 | .91 |
| 14.00 | .87 | .20 | 64.00 | 3.97 | .93 |
| 15.00 | .93 | .22 | 65.00 | 4.03 | .94 |
| 16.00 | .99 | .23 | 66.00 | 4.09 | .96 |
| 17.00 | 1.05 | .25 | 67.00 | 4.15 | .97 |
| 18.00 | 1.12 | .26 | 68.00 | 4.22 | .99 |
| 19.00 | 1.18 | .28 | 69.00 | 4.28 | 1.00 |
| 20.00 | 1.24 | .29 | 70.00 | 4.34 | 1.02 |
| 21.00 | 1.30 | .30 | 71.00 | 4.40 | 1.03 |
| 22.00 | 1.36 | .32 | 72.00 | 4.46 | 1.04 |
| 23.00 | 1.43 | .33 | 73.00 | 4.53 | 1.06 |
| 24.00 | 1.49 | .35 | 74.00 | 4.59 | 1.07 |
| 25.00 | 1.55 | .36 | 75.00 | 4.65 | 1.09 |
| 26.00 | 1.61 | .38 | 76.00 | 4.71 | 1.10 |
| 27.00 | 1.67 | .39 | 77.00 | 4.77 | 1.12 |
| 28.00 | 1.74 | .41 | 78.00 | 4.84 | 1.13 |
| 29.00 | 1.80 | .42 | 79.00 | 4.90 | 1.15 |
| 30.00 | 1.86 | .44 | 80.00 | 4.96 | 1.16 |
| 31.00 | 1.92 | .45 | 81.00 | 5.02 | 1.17 |
| 32.00 | 1.98 | .46 | 82.00 | 5.08 | 1.19 |
| 33.00 | 2.05 | .48 | 83.00 | 5.15 | 1.20 |
| 34.00 | 2.11 | .49 | 84.00 | 5.21 | 1.22 |
| 35.00 | 2.17 | .51 | 85.00 | 5.27 | 1.23 |
| 36.00 | 2.23 | .52 | 86.00 | 5.33 | 1.25 |
| 37.00 | 2.29 | .54 | 87.00 | 5.39 | 1.26 |
| 38.00 | 2.36 | .55 | 88.00 | 5.46 | 1.28 |
| 39.00 | 2.42 | .57 | 89.00 | 5.52 | 1.29 |
| 40.00 | 2.48 | .58 | 90.00 | 5.58 | 1.31 |
| 41.00 | 2.54 | .59 | 91.00 | 5.64 | 1.32 |
| 42.00 | 2.60 | .61 | 92.00 | 5.70 | 1.33 |
| 43.00 | 2.67 | .62 | 93.00 | 5.77 | 1.35 |
| 44.00 | 2.73 | .64 | 94.00 | 5.83 | 1.36 |
| 45.00 | 2.79 | .65 | 95.00 | 5.89 | 1.38 |
| 46.00 | 2.85 | .67 | 96.00 | 5.95 | 1.39 |
| 47.00 | 2.91 | .68 | 97.00 | 6.01 | 1.41 |
| 48.00 | 2.98 | .70 | 98.00 | 6.08 | 1.42 |
| 49.00 | 3.04 | .71 | 99.00 | 6.14 | 1.44 |
| 50.00 | 3.10 | .73 | 100.00 | 6.20 | 1.45 |

**SCHEDULE H
(Form 1040)**

Department of the Treasury
Internal Revenue Service (99)

Household Employment Taxes

(For Social Security, Medicare, Withheld Income, and Federal Unemployment (FUTA) Taxes)

▶ **Attach to Form 1040, 1040NR, 1040-SS, or 1041.**

▶ **See separate instructions.**

OMB No. 1545-1971

2009

Attachment
Sequence No. **44**

Name of employer

Mary Brown

Social security number

0 0 0 : 0 0 : 1 1 1 1

Employer identification number

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

A Did you pay **any one** household employee cash wages of \$1,700 or more in 2009? (If any household employee was your spouse, your child under age 21, your parent, or anyone under age 18, see the line A instructions on page H-4 before you answer this question.)

Yes. Skip lines B and C and go to line 1.

No. Go to line B.

Part I Social Security, Medicare, and Income Taxes

| | | | | | | |
|----------|--|----------|-------|----|-----|----|
| 1 | Total cash wages subject to social security taxes (see page H-4) | 1 | 2,300 | 00 | | |
| 2 | Social security taxes. Multiply line 1 by 12.4% (.124) | 2 | | | 285 | 20 |
| 3 | Total cash wages subject to Medicare taxes (see page H-4) | 3 | 2,300 | 00 | | |
| 4 | Medicare taxes. Multiply line 3 by 2.9% (.029) | 4 | | | 66 | 70 |
| 5 | Federal income tax withheld, if any | 5 | | | | |
| 6 | Total social security, Medicare, and income taxes (add lines 2, 4, and 5) | 6 | | | 351 | 90 |
| 7 | Advance earned income credit (EIC) payments, if any | 7 | | | | |
| 8 | Net taxes (subtract line 7 from line 6) | 8 | | | 351 | 90 |

9 Did you pay **total** cash wages of \$1,000 or more in **any** calendar **quarter** of 2008 or 2009 to all household employees? (**Do not** count cash wages paid in 2008 or 2009 to your spouse, your child under age 21, or your parent.)

No. Stop. Enter the amount from line 8 above on Form 1040, line 59, and check box **b** on that line. If you are not required to file Form 1040, see the line 9 instructions on page H-4.

Note: Although not shown, Mary also enters on Form W-2 the required state or local income tax information in boxes 15 through 20.

Visit the SSA website at www.socialsecurity.gov/employer to file Copy A of Form W-2 electronically.

| | | | | | | | |
|--|--|-------------------------------|--|---|--|--|--|
| 22222 | | Void <input type="checkbox"/> | | a Employee's social security number 000-00-6789 | | For Official Use Only ▶ OMB No. 1545-0008 | |
| b Employer identification number (EIN) 12-3456789 | | | | 1 Wages, tips, other compensation 2300.00 | | 2 Federal income tax withheld | |
| c Employer's name, address, and ZIP code Mary Brown 20 Gray Street Anyplace, CA 92665 | | | | 3 Social security wages 2300.00 | | 4 Social security tax withheld 142.60 | |
| | | | | 5 Medicare wages and tips 2300.00 | | 6 Medicare tax withheld 33.35 | |
| | | | | 7 Social security tips | | 8 Allocated tips | |
| d Control number | | | | 9 Advance EIC payment | | 10 Dependent care benefits | |
| e Employee's first name and initial Jane A. | | Last name Oak | | Suff. | | 11 Nonqualified plans | |
| 18 Pine Avenue Anycity, CA 92666 | | | | 13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/> | | 12a See instructions for box 12 | |
| | | | | 14 Other | | 12b | |
| | | | | | | 12c | |
| f Employee's address and ZIP code | | | | | | 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

2009

Department of the Treasury—Internal Revenue Service

Copy A For Social Security Administration — Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.

Cat. No. 10134D

| | | | | | |
|---|-------------------------------|---|---|---|--|
| 33333 | | a Control number | | For Official Use Only ▶ OMB No. 1545-0008 | |
| b Kind of Payer ▶ | 941 <input type="checkbox"/> | Military <input type="checkbox"/> | 943 <input type="checkbox"/> | 944 <input type="checkbox"/> | 1 Wages, tips, other compensation 2300.00 |
| | CT-1 <input type="checkbox"/> | Hshld. emp. <input checked="" type="checkbox"/> | Medicare gov. emp. <input type="checkbox"/> | Third-party sick pay <input type="checkbox"/> | 2 Federal income tax withheld 142.60 |
| c Total number of Forms W-2 | | d Establishment number | | 3 Social security wages 2300.00 | 4 Social security tax withheld 142.60 |
| e Employer identification number (EIN) 12-3456789 | | | | 5 Medicare wages and tips 2300.00 | 6 Medicare tax withheld 33.35 |
| f Employer's name Mary Brown 20 Gray Street Anyplace, CA 92665 | | | | 7 Social security tips | 8 Allocated tips |
| g Employer's address and ZIP code | | | | 9 Advance EIC payments | 10 Dependent care benefits |
| h Other EIN used this year | | | | 11 Nonqualified plans | 12 Deferred compensation |
| 15 State | | Employer's state ID number | | 13 For third-party sick pay use only | |
| | | | | 14 Income tax withheld by payer of third-party sick pay | |
| | | | | 16 State wages, tips, etc. | |
| | | | | 17 State income tax | |
| | | | | 18 Local wages, tips, etc. | |
| | | | | 19 Local income tax | |
| Contact person | | Telephone number (123) 456-7890 | | For Official Use Only | |
| Email address | | Fax number () | | | |
| Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete. | | | | | |
| Signature ▶ Mary Brown | | Title ▶ | | Date ▶ 1/29/10 | |

Form **W-3** Transmittal of Wage and Tax Statements

2009

Department of the Treasury
Internal Revenue Service

Note: When you fill in Forms W-2 and W-3, please—

- Type entries, if possible, using black ink.
- Enter all money amounts without the dollar sign and comma, but with the decimal point (for example, 2300.00 not \$2,300.00).

- Do not round money amounts—show the cents portion.



| | | | | | |
|---|----|---|------|---|----|
| A | | 943 | 9 | Self-employed workers (See Nonemployees) | |
| Advance EIC payments | 7 | 944 | 9 | Social security and Medicare: | |
| Assistance (See Tax help) | | 1040-ES | 8 | Taxes | 4 |
| B | | I-9 | 3 | Wages | 4 |
| Baby sitters (See Household employee) | | M-274 | 3 | Social security number, employee's | 10 |
| Baby-sitting costs (See Child and dependent care expenses) | | SS-4 | 9 | State: | |
| Business employers, employment tax payment option | 8 | SS-5 | 10 | Disability payments | 4 |
| C | | W-2 | 7, 9 | Employment taxes | 4 |
| Caretakers (See Household employee) | | W-4 | 7, 8 | Unemployment tax agencies | 14 |
| Child and dependent care expenses, credit for | 10 | W-4P | 8 | Suggestions for publication | 2 |
| Cleaning people (See Household employee) | | W-5 | 7 | | |
| Comments on publication | 2 | Forms you must file | 8 | | |
| Correcting Schedule H: | | Free tax services | 11 | | |
| Schedule H attached to another form | 10 | FUTA (See Federal Unemployment (FUTA)Tax) | | | |
| Schedule H filed by itself | 10 | H | | | |
| D | | Handbook for Employers | 3 | T | |
| Dependent care expenses | 10 | Health aides (See Household employee) | | Tax credits: | |
| Disability payments, state | 4 | Help (See Tax help) | | Child and dependent care expenses | 10 |
| Domestic worker (See Household employee) | | Household employee | 2 | Earned income | 7 |
| Drivers (See Household employee) | | Housekeepers (See Household employee) | | FUTA | 6 |
| E | | How to increase withholding | 8 | Tax help | 11 |
| Earned income credit (EIC) | 7 | How to pay estimated tax | 8 | Taxes: | |
| EIC notice | 7 | I | | How to make payments | 8 |
| Employer identification number (EIN) | 9 | Income tax withholding, increasing (See How to increase withholding) | | Medicare | 4 |
| Employing an alien legally (See Legal employee) | | L | | Social security | 4 |
| Employment eligibility verification form | 3 | Legal employee | 3 | Taxpayer Advocate | 11 |
| Employment taxes: | | M | | TTY/TDD information | 11 |
| Need to pay | 3 | Maids (See Household employee) | | | |
| Payment options | 8 | Medicare (See Social security and Medicare taxes) | | U | |
| Tax returns | 9 | More information (See Tax help) | | Unemployment tax agencies | 14 |
| Estimated tax, paying | 8 | N | | Unemployment taxes: | |
| F | | Nannies (See Household employee) | | Federal | 6 |
| Federal income tax withholding, increasing (See How to increase withholding) | | Nonemployees | 2 | State | 4 |
| Federal unemployment (FUTA) tax | 6 | Nurses, private (See Household employee) | | USCIS website | 3 |
| Form: | | P | | | |
| 940 | 9 | Publications (See Tax help) | | | |
| 941 | 9 | R | | | |
| G | | Records you must keep | 9 | W | |
| H | | S | | Wages: | |
| I | | Schedule H (Form 1040) | 8, 9 | Cash | 4 |
| J | | | | FUTA | 6 |
| K | | | | Medicare | 4 |
| L | | | | Social security | 4 |
| M | | | | State disability payments | 4 |
| N | | | | Withholding: | |
| O | | | | Employee's share | 5 |
| P | | | | Federal income tax | 6 |
| Q | | | | How to increase | 8 |
| R | | | | Wages | 7 |
| S | | | | | |
| T | | | | Y | |
| U | | | | Yard workers (See Household employee) | |
| V | | | | | |
| W | | | | | |
| X | | | | | |
| Y | | | | | |
| Z | | | | | |

Tax Publications for Individual Taxpayers

See *How To Get Tax Help* for a variety of ways to get publications, including by computer, phone, and mail.

General Guides

- 1 Your Rights as a Taxpayer
- 17 Your Federal Income Tax For Individuals
- 334 Tax Guide for Small Business (For Individuals Who Use Schedule C or C-EZ)
- 509 Tax Calendars for 2010
- 910 IRS Guide to Free Tax Services

Specialized Publications

- 3 Armed Forces' Tax Guide
- 54 Tax Guide for U.S. Citizens and Resident Aliens Abroad
- 225 Farmer's Tax Guide
- 463 Travel, Entertainment, Gift, and Car Expenses
- 501 Exemptions, Standard Deduction, and Filing Information
- 502 Medical and Dental Expenses (Including the Health Coverage Tax Credit)
- 503 Child and Dependent Care Expenses
- 504 Divorced or Separated Individuals
- 505 Tax Withholding and Estimated Tax
- 514 Foreign Tax Credit for Individuals
- 516 U.S. Government Civilian Employees Stationed Abroad
- 517 Social Security and Other Information for Members of the Clergy and Religious Workers
- 519 U.S. Tax Guide for Aliens
- 521 Moving Expenses
- 523 Selling Your Home
- 524 Credit for the Elderly or the Disabled
- 525 Taxable and Nontaxable Income
- 526 Charitable Contributions
- 527 Residential Rental Property (Including Rental of Vacation Homes)
- 529 Miscellaneous Deductions
- 530 Tax Information for Homeowners
- 531 Reporting Tip Income

- 535 Business Expenses
- 536 Net Operating Losses (NOLs) for Individuals, Estates, and Trusts
- 537 Installment Sales
- 541 Partnerships
- 544 Sales and Other Dispositions of Assets
- 547 Casualties, Disasters, and Thefts
- 550 Investment Income and Expenses (Including Capital Gains and Losses)
- 551 Basis of Assets
- 552 Recordkeeping for Individuals
- 554 Tax Guide for Seniors
- 555 Community Property
- 556 Examination of Returns, Appeal Rights, and Claims for Refund
- 559 Survivors, Executors, and Administrators
- 561 Determining the Value of Donated Property
- 564 Mutual Fund Distributions
- 570 Tax Guide for Individuals With Income From U.S. Possessions
- 571 Tax-Sheltered Annuity Plans (403(b) Plans) For Employees of Public Schools and Certain Tax-Exempt Organizations
- 575 Pension and Annuity Income
- 584 Casualty, Disaster, and Theft Loss Workbook (Personal-Use Property)
- 587 Business Use of Your Home (Including Use by Daycare Providers)
- 590 Individual Retirement Arrangements (IRAs)
- 593 Tax Highlights for U.S. Citizens and Residents Going Abroad
- 594 The IRS Collection Process
- 596 Earned Income Credit (EIC)
- 721 Tax Guide to U.S. Civil Service Retirement Benefits
- 901 U.S. Tax Treaties
- 907 Tax Highlights for Persons with Disabilities

- 908 Bankruptcy Tax Guide
- 915 Social Security and Equivalent Railroad Retirement Benefits
- 919 How Do I Adjust My Tax Withholding?
- 925 Passive Activity and At-Risk Rules
- 926 Household Employer's Tax Guide For Wages Paid in 2010
- 929 Tax Rules for Children and Dependents
- 936 Home Mortgage Interest Deduction
- 946 How To Depreciate Property
- 947 Practice Before the IRS and Power of Attorney
- 950 Introduction to Estate and Gift Taxes
- 967 The IRS Will Figure Your Tax
- 969 Health Savings Accounts and Other Tax-Favored Health Plans
- 970 Tax Benefits for Education
- 971 Innocent Spouse Relief
- 972 Child Tax Credit
- 1542 Per Diem Rates (For Travel Within the Continental United States)
- 1544 Reporting Cash Payments of Over \$10,000 (Received in a Trade or Business)
- 1546 Taxpayer Advocate Service – Your Voice at the IRS

Spanish Language Publications

- 1SP Derechos del Contribuyente
- 17SP El Impuesto Federal sobre los Ingresos Para Personas Físicas
- 547SP Hechos Fortuitos Desastres y Robos
- 594SP El Proceso de Cobro del IRS
- 596SP Crédito por Ingreso del Trabajo
- 850 English-Spanish Glossary of Words and Phrases Used in Publications Issued by the Internal Revenue Service
- 1544SP Informe de Pagos en Efectivo en Exceso de \$10,000 (Recibidos en una Ocupación o Negocio)

Commonly Used Tax Forms

See *How To Get Tax Help* for a variety of ways to get forms, including by computer, phone, and mail.

| Form Number and Title | Form Number and Title |
|---|--|
| 1040 U.S. Individual Income Tax Return | 2210 Underpayment of Estimated Tax by Individuals, Estates, and Trusts |
| Sch A Itemized Deductions | 2441 Child and Dependent Care Expenses |
| Sch B Interest and Ordinary Dividends | 2848 Power of Attorney and Declaration of Representative |
| Sch C Profit or Loss From Business | 3903 Moving Expenses |
| Sch C-EZ Net Profit From Business | 4562 Depreciation and Amortization |
| Sch D Capital Gains and Losses | 4868 Application for Automatic Extension of Time To File U.S. Individual Income Tax Return |
| Sch D-1 Continuation Sheet for Schedule D | 4952 Investment Interest Expense Deduction |
| Sch E Supplemental Income and Loss | 5329 Additional Taxes on Qualified Plans (Including IRAs) and Other Tax-Favored Accounts |
| Sch EIC Earned Income Credit | 6251 Alternative Minimum Tax—Individuals |
| Sch F Profit or Loss From Farming | 8283 Noncash Charitable Contributions |
| Sch H Household Employment Taxes | 8582 Passive Activity Loss Limitations |
| Sch J Income Averaging for Farmers and Fishermen | 8606 Nondeductible IRAs |
| Sch L Standard Deduction for Certain Filers | 8812 Additional Child Tax Credit |
| Sch M Making Work Pay and Government Retiree Credits | 8822 Change of Address |
| Sch R Credit for the Elderly or the Disabled | 8829 Expenses for Business Use of Your Home |
| Sch SE Self-Employment Tax | 8863 Education Credits (American Opportunity, Hope, and Lifetime Learning Credits) |
| 1040A U.S. Individual Income Tax Return | 9465 Installment Agreement Request |
| 1040EZ Income Tax Return for Single and Joint Filers With No Dependents | |
| 1040-ES Estimated Tax for Individuals | |
| 1040X Amended U.S. Individual Income Tax Return | |
| 2106 Employee Business Expenses | |
| 2106-EZ Unreimbursed Employee Business Expenses | |