		10 0 ' / / / D 10		
b Employer's Identification number 26-312 c Employer's name, address, and ZIP code	4228	12a See Instructions for Box 12	1 Wages, tips, other compensation 98875.60	2 Federal income tax withheld 15293.16
IIVIIII OLODAL ING			3 Social security wages	4 Social security tax withheld
UKTHA GLOBAL INC		le le	98875.60	6130.29
440F MENGLI DD		12c	5 Medicare wages and tips	6 Medicare tax withheld
4485 TENCH RD		\$	98875.60	1433.70
SUITE 1521		12d	7 Social security tips	8 Allocated tips
SUWANEE GA 30024 [e Employee's first name and initial Last name		\$	0	10 Dependent care benefits
	67834	This information is being furnished to the	J	To Dependent care benefits
	0/834	Internal Revenue Service	11 Nongualified plans	13 Statutory Retirement Third-party
SAIKRISHNA VANGA		Copy B To Be Filed with		13 Statutory Retirement Third-party employee plan sick pay
4240 HIDDEN LAKES DR		Employee's FEDERAL	14 Other	
APT NO 206		Tax Return		
KENTWOOD MI 49512				
		a Employee's soc. sec. no		
f Employee's address and ZIP code	147 Ct-t- in	174-51-1689	40.1 1	20 Legality name
15 State Employer's state I.D. No. 16 State wages, tips MI 26-3124228 9887	s, etc. 17 State income tax 25.60 3983.48	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
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Form W-2 Wage and Tax Statement 2020 Department of	f the Treasury-Internal Revenue Service	OMB # 1545-0008	Copy B To Be Filed V	Vith Employee's FEDERAL Tax Retur
2020				
b Employer's Identification number 26-312	4228	12a See instructions for Box 12	1 Wages, tips, other compensation	2 Federal income tax withheld
c Employer's name, address, and ZIP code	1220	\$	98875.60	15293.16
UKTHA GLOBAL INC		12b	3 Social security wages	4 Social security tax withheld
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e Employee's first name and initial Last name		\$	9	10 Dependent care benefits
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SAIKRISHNA VANGA		Copy 2 for State, City, or		employee plan sick pay
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APT NO 206				
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Form W-2 Wage and Tax Statement 2020 Department of	f the Treasury-Internal Revenue Service	OMB # 1545-0008	Copy 2 To Be Filed With Employee's STA	ATE, CITY, or LOCAL Tax Department
PEV 02/04/21 OSD				
REV 02/04/21 OSP b Employer's Identification number	4220	12a See instructions for Box 12	1 Wages, tips, other compensation	2 Federal income tax withheld
REV 02/04/21 OSP b Employer's Identification number c Employer's name, address, and ZIP code 26-312	4228	1.	1 Wages, tips, other compensation 98875.60	
b Employer's Identification number c Employer's name, address, and ZIP code	4228	12a See instructions for Box 12 \$	1 Wages, tips, other compensation 98875.60 3 Social security wages	2 Federal income tax withheld 15293.16
	4228	\$	98875.60	15293.16 4 Social security tax withheld
b Employer's Identification number c Employer's name, address, and ZIP code UKTHA GLOBAL INC	4228	\$	98875.60 3 Social security wages	15293.16 4 Social security tax withheld 6130.29 6 Medicare tax withheld
b Employer's Identification number c Employer's name, address, and ZIP code UKTHA GLOBAL INC 4485 TENCH RD	4228	\$ 12b \$ 12c \$	98875.60 3 Social security wages 98875.60 5 Medicare wages and tips 98875.60	15293.16 4 Social security tax withheld 6130.29 6 Medicare tax withheld 1433.70
b Employer's Identification number c Employer's name, address, and ZIP code UKTHA GLOBAL INC 4485 TENCH RD SUITE 1521	4228	\$ 12b \$ 12c	98875.60 3 Social security wages 98875.60 5 Medicare wages and tips	15293.16 4 Social security tax withheld 6130.29 6 Medicare tax withheld
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b Employer's Identification number c Employer's name, address, and ZIP code UKTHA GLOBAL INC 4485 TENCH RD SUITE 1521 SUWANEE GA 30024 e Employee's first name and initial Last name		\$ 12b \$ 12c \$ 12d \$ 12d \$ 12d	98875.60 3 Social security wages 98875.60 5 Medicare wages and tips 98875.60	15293.16 4 Social security tax withheld 6130.29 6 Medicare tax withheld 1433.70
b Employer's Identification number c Employer's name, address, and ZIP code UKTHA GLOBAL INC 4485 TENCH RD SUITE 1521 SUWANEE GA 30024 [e Employee's first name and initial Last name 256	67834	\$ 12b \$ 12c \$ 12c \$ 12d \$ \$	98875.60 3 Social security wages 98875.60 5 Medicare wages and tips 98875.60	15293.16 4 Social security tax withheld 6130.29 6 Medicare tax withheld 1433.70 8 Allocated tips
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b Employer's Identification number c Employer's name, address, and ZIP code UKTHA GLOBAL INC 4485 TENCH RD SUITE 1521 SUWANEE GA 30024 [e Employee's first name and initial Last name 256		\$ 12b \$ 12c \$ 12c \$ 12d \$ \$	98875.60 3 Social security wages 98875.60 5 Medicare wages and tips 98875.60 7 Social security tips	15293.16 4 Social security tax withheld 6130.29 6 Medicare tax withheld 1433.70 8 Allocated tips 10 Dependent care benefits
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Instructions for Handling W-2 Forms

These instructions assume you are printing on perforated W-2 paper with preprinted IRS instructions or you are printing on blank or "plain paper".

Printing Form W-2: When you print the employee copies of W-2, our payroll service creates one Acrobat file containing all pages for all of your employees:

- 3-Part: A Copy 2 prints on the first sheet. Copies B, C, and a second Copy 2 print on the next sheet.
- 4-Part: Copies B, C and two copies of Copy 2 print on a single page.
- IRS instructions to the employee are preprinted on the reverse side of the perforated paper stock.

Important Note: If you purchased perforated paper that does not have the IRS instructions preprinted, you must change your Form Printing Preference to use the "Plain paper" option, which includes employee filing instructions.

- In rare cases, additional copies of C, B, and 2 print for a single employee. (See "Special cases" below.)
- These instructions are included last and are printed only once.

Special Cases: Some employees have more data than fits on a single copy of Form W-2. For example, if an employee is subject to more than two local taxes, has more than four items in Box 14 or Box 12, we print additional copies of Form W-2 with just the additional data.

How many pages? The Acrobat window displays the number of pages in the file at the bottom of the window. The last two pages are these instructions. See our **Tip** at the end of this sheet for economizing on perforated paper.

Run a test first: Do a test by printing all the W-2 forms on plain paper. Use the test copies to allow each employee to check their social security number (SSN) and to check your company information before transmitting Copy A electronically to the Social Security Administration (SSA). See "Correct any information before you transmit Copy A" in these instructions.

What to do with copies of this form:

- If using 3-part perforated paper, Copy 2 prints pn page 1 with the employee's address near the top of the page. The W-2 is formatted so that the employee's address is visible through a single-window, standard No. 10 business envelope (4-1/8" by 9-1/2", left-aligned window).
- If using 4-part perforated paper, all 4 copies print on a single page. Use the envelopes provided by your forms supplier.
- If using plain paper, a coversheet prints with instructions to the employee and with the employee's address near the top of the page. The coversheet is formatted so that the employee's address is visible through a single-window, standard No. 10 business envelope (4-1/8" x 9-1/2", left-aligned window).
- By February 1, provide each of your employees with copies B, C, and 2. The employee keeps Copy C for their own records; files Copy B with the federal tax return; and files Copy 2 with the state return. A second Copy 2 is included to be filed, if necessary, with any local income tax return. If necessary, additional copies of C, B, and 2 print for each employee.

Ask each employee to check the Social Security Number (SSN) and tell you immediately if it is incorrect.

When you click **W-2, Copies A & D** from the To Do list or the Annual Forms page, you can transmit Copy A to the Social Security Administration (SSA) and print your employer copy.

- Print Copy D on plain paper and keep it in your own records for four years.
- No later than February 1, authorize our payroll service to transmit Copy A to the SSA. When we
 have successfully transmitted your forms, you will receive an email notification. Will file a W-2
 for each employee you have paid during the previous year and recorded in ourservice.

Correct any information before you transmit Copy A

- Confirm your employer federal ID number (FEIN) and address. To make a correction, click the Setup tab. To correct the employer FEIN, click Federal Taxes; to correct the filing address, click General Tax Information.
- Check the employee's Social Security number and address. To make a correction, click the
 Employees tab, then click the employee's name. To correct the Social Security number, click
 Edit in the Taxes & Exemptions section; to correct the address, click Edit in the Basics section.

How to read the W-2:

Box 1 shows total wages and tips that are subject to federal income tax. It does not include amounts withheld for some purposes (such as contributions to retirement plans).

Box 3 asks for total wages and tips subject to Social Security. The amount includes wages withheld for retirement plans, but not contributions to Section 125 plans. This amount will not exceed the 2020 cap of \$137,700.

Box 5 asks for wages and tips subject to Medicare, which has no cap. The amount includes wages withheld for retirement plans.

Boxes 1, 3, and 5 will contain different amounts if your employees have retirement plans or if they have reached the Social Security cap.

Saving employee forms

When you have printed and checked all paper employee copies of the W-2, save the forms:

- 1. Click **Taxes & Forms** in the navigation bar at the top of the page.
- 2. Click Annual Forms.
- 3. Click W-2, Copies B, C & 2.
- 4. Click Archive.

You can view or reprint the forms you have archived at any time by returning to the Annual Forms page and clicking the link at the bottom of the page.

When you click **Archive**, the To Do item is removed from your To Do list.

Notes:

- When you file Copy A electronically, you do not need to file form W-3.
- If you report employees' income to more than one state, be sure to enter by hand any state EIN that we have not pre-filled.
- If your employees pay local tax, be sure you have entered the codes for local taxes to appear on the W-2. Click **Setup** in the navigation bar at the top of the page, then **Tax Setup**, and then **Tax code to appear on W-2 forms**. Some tax agencies require a specific code; others allow you to make up your own code. (Check with the local tax agency.)
- If you have not paid employees this year, you are not required to provide W-2, Copies B, C, & 2. You can Archive these instructions to remove the To Do from your To Do List.

Tip: You can economize on perforated paper by printing review/test copies on plain paper and saving your perforated paper for the final forms. You will not need perforated paper to print the two page instructions at the end of the file.