



PAYROLL TAX ORGANIZER

Purchase a file folder. Check the boxes below when you have placed the requested documents in the file. Call Linda Hopkins at TaxHelpReturns to bring in the materials. Please make copies for us, not originals.

- 1) All W-4 forms completed by employees:

- 2) Prior 12 months Forms 941 or 944 filed with the IRS:

- 3) Last year's Form 940 filed with the IRS:

- 4) Last year's Colorado Unemployment forms filed:

- 5) Names, Addresses, Phone #'s, & SS#'s for subcontract workers:

- 6) Amount of last 12 months payments to workers: \$ _____

Call Linda Hopkins at (720) 313-9593 for an appointment!!