

Stephen A. Macy, CPA, PA

W-2  
Questionnaire  
Year Ended 2016

You know your employees want their W-2s as quickly as possible in January. Please **correct/update** the attached list and send it back to us **NO LATER THAN** the date at the bottom of the form.

The IRS is aggressively penalizing those companies which file incomplete or inaccurate W-2s. These penalties can include civil penalties amounting to thousands of dollars.

We will be required to charge you additional fees to respond to any notices caused by incomplete or incorrect information provided by you.

Please note that Forms W-4 and I-9 are available for download at [www.macycpa.com](http://www.macycpa.com).

Print your business name, sign, and date below.

Business Name: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

**WE WILL NOT PREPARE YOUR W-2S UNTIL WE RECEIVE THIS QUESTIONNAIRE AND THE ATTACHED LIST FROM YOU.**

**DUE TO STEPHEN A. MACY, CPA, PA BY JANUARY 1!**