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Early releases of draft forms and instructions are at IRS.gov/draftforms. Please note that drafts may remain on IRS.gov even after the final release is posted at IRS.gov/downloadforms, and thus may not be removed until there is a new draft for the subsequent revision. All information about all revisions of all forms, instructions, and publications is at IRS.gov/formspubs.

Almost every form and publication also has its own easily accessible information page on IRS.gov. For example, the Form 1040 page is at IRS.gov/form1040; the Form W-2 page is at IRS.gov/w2; the Publication 17 page is at IRS.gov/pub17; the Form W-4 page is at IRS.gov/w4; the Form 8863 page is at IRS.gov/form8863; and the Schedule A (Form 1040) page is at IRS.gov/schedulea. If typing in the links above instead of clicking on them: type the link into the address bar of your browser, not in a Search box; the text after the slash must be lowercase; and your browser may require the link to begin with “www.”. Note that these are shortcut links that will automatically go to the actual link for the page.

If you wish, you can submit comments about draft or final forms, instructions, or publications on the Comment on Tax Forms and Publications page on IRS.gov. We cannot respond to all comments due to the high volume we receive, but we will carefully consider each one. Please note that we may not be able to consider many suggestions until the subsequent revision of the product.

Department of the Treasury
Internal Revenue Service

2016 Instructions for Schedule H (Form 1040) Household Employment Taxes

DRAFT AS OF July 19, 2016

Household Employers

Here is a list of forms you need to complete:

- Schedule H for figuring your household employment taxes.
- Form W-2 for reporting wages paid to your employees.
- Form W-3 for sending Copy A of Form(s) W-2 to the Social Security Administration (SSA).

For more information, see *What Forms Must You File?* in Pub. 926, Household Employer's Tax Guide.

No household employees in 2016? If you're a calendar year taxpayer and you didn't have any household employees for 2016, you don't have to file Schedule H for 2016.

We have been asked:

What do I do after I fill in Schedule H? If you must file a 2016 tax return, enter the taxes from Schedule H on the "Household employment taxes" line of your Form 1040, 1040NR, 1040-SS, or 1041. You do this because these taxes are added to your income taxes.

How do I file Schedule H? File Schedule H with your Form 1040, 1040NR, 1040-SS, or 1041. If you're not filing a 2016 tax return, file Schedule H by itself.

Do I make a separate payment? No. You pay both income and employment taxes to the United States Treasury when you file Schedule H with your return.

When do I pay? Most filers must pay by April 18, 2017.

How many copies of Form W-3 do I send to the SSA? Send one copy of Form W-3 with Copy A of Form(s) W-2 to the SSA, and keep one copy of Form W-3 for your records. Instructions for filing Forms W-2 and Form W-3 electronically are available at *www.socialsecurity.gov/employer*.

Important Dates!

By	You must
January 31, 2017	Give your employee Form W-2 and send Copy A of Form(s) W-2 with Form W-3 to the SSA. Visit *www.socialsecurity.gov/employer* for details.
April 18, 2017	File Schedule H and pay your household employment taxes with your 2016 tax return.

Section references are to the Internal Revenue Code unless otherwise noted.

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Future Developments

For the latest information about developments related to Schedule H and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/scheduleh*.

What's New

Changes to tax rates and wage threshold. The social security tax rate is 6.2% each for the employee and employer, unchanged from 2015. The social security wage base limit is $118,500, unchanged from 2015.

The Medicare tax rate is 1.45% each for the employee and employer, unchanged from 2015. There is no wage base limit for Medicare tax. If you pay a household employee $2,000 or more in cash wages during 2016, you must report and pay social security and Medicare taxes on all the wages. For more information, see *Cash wages* and *$2,000 test*, later.

For information about the rates and wage threshold that will apply in 2017, see Pub. 926 (released in December 2016).

Filing due date for 2016 Forms W-2 and W-3. Both paper and electronically filed 2016 Forms W-2 and W-3 must be filed with the SSA by January 31, 2017.

Qualified parking exclusion and commuter transportation benefit. For 2016, the monthly exclusion for qualified parking is $255 and the monthly exclusion for commuter highway vehicle transportation and transit passes is $255.

Credit reduction state. A state that hasn't repaid money it borrowed from the federal government to pay unemployment benefits is a "credit reduction state." The Department of Labor 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.

For 2016, there are credit reduction states. If you paid wages that were subject to the unemployment compensation laws of a credit reduction state, your credit against federal unemployment tax will be reduced based on the credit reduction rate (for example, x.xxx or x.xxx) for that credit reduction state.

Reminders

Additional Medicare Tax withholding. In addition to withholding Medicare tax at 1.45%, you must withhold a 0.9% Additional Medicare Tax from wages you pay to an employee in excess of $200,000 in a calendar year. You're required to begin withholding Additional Medicare Tax in the pay period in which you pay wages in excess of $200,000 to an employee and continue to withhold it each pay period until the end of the calendar year. Additional Medicare Tax is only imposed on the employee. There is no employer share of Additional Medicare Tax. All wages that are subject to Medicare tax are subject to Additional Medicare Tax withholding if paid in excess of the $200,000 withholding threshold.

For more information on Additional Medicare Tax, visit IRS.gov and enter "Additional Medicare Tax" in the search box.

Outsourcing payroll duties. You're responsible to ensure that tax returns are filed and deposits and payments are made, even if you contract with a third party to perform these acts. You remain responsible if the third party fails to perform any required action. If you choose to outsource any of your payroll and related tax duties (that is, withholding, reporting, and paying over social security, Medicare, FUTA, and income taxes) to a third-party payer, such as a payroll service provider or reporting agent, visit IRS.gov and enter "outsourcing payroll duties" in the search box for helpful information on this topic.

Paid preparers are required to sign Schedule H. Your paid preparer must sign Schedule H in Part IV **unless** you're attaching Schedule H to Form 1040, 1040NR, 1040-SS, or 1041. A paid preparer must sign Schedule H and provide the information requested in the *Paid Preparer Use Only* section only if the preparer was paid to prepare Schedule H and isn't your employee. The preparer must give you a copy of the return in addition to the copy to be filed with the IRS.

If you're required to file a 2016 Form W-2 for any household employee, you must also send Form W-3 with Copy A of Form(s) W-2 to the SSA. You're encouraged to file your Forms W-2 and W-3 electronically. Visit the SSA's Employer W-2 Filing Instructions & Information website at *www.socialsecurity.gov/employer* to learn about electronic filing.

Who Needs To File Schedule H?

You must file Schedule H if you answer "Yes" to any of the questions on lines A, B, or C of Schedule H.

Did you have a household employee? If you hired someone to do household work and you could control what work he or she did and how he or she did it, you had a household employee. This is true even if you gave the employee freedom of action. What matters is that you had the right to control the details of how the work was done.

Example. You paid Betty Oak to babysit your child and do light housework 4 days a week in your home. Betty followed your specific instructions about household and child care duties. You provided the household equipment and supplies Betty needed to do her work. Betty is your household employee.

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

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

If a worker is your employee, it doesn't matter whether the work is full or part time or that you hired the worker through an agency or from a list provided by an agency or association. Also, it doesn't matter if the wages paid are for work done hourly, daily, weekly, or by the job.

If you're a home care service recipient receiving home care services through a program administered by a federal, state, or local government agency, and the person who provides your care is your household employee, you can ask the IRS to authorize an agent under section 3504 to report, file, and pay all federal employment taxes, including FUTA taxes, on your behalf. See Form 2678, Employer/Payer Appointment of Agent, for more information.

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TIP *If a government agency or third-party agent reports and pays the employment taxes on wages paid to your household employee on your behalf, you don't need to file Schedule H to report those taxes.*

Workers who aren't your employees. Workers you get from an agency aren't your employees if the agency is responsible for who does the work and how it is done. Self-employed workers are also not your employees. A worker is self-employed if only he or she can control how the work is done. A self-employed worker usually provides his or her own tools and offers services to the general public in an independent business.

Example. You made an agreement with Paul Brown to care for your lawn. Paul runs a lawn care business and offers his services to the general public. He hires his own helpers, instructs them how to do their jobs, and provides his own tools and supplies. Neither Paul nor his helpers are your employees.

For more information, see Pub. 926.

Who Needs To File Form W-2 and Form W-3?

You must file Form W-2 for each household employee to whom you paid $2,000 or more of cash wages in 2016 that are subject to social security and Medicare taxes. To find out if the wages are subject to these taxes, see the instructions for Schedule H, lines 1, 3, and 5. Even if the wages aren't subject to these taxes, if you withheld federal income tax from the wages of any household employee, you must file Form W-2 for that employee.

If you file one or more Forms W-2, you must also file Form W-3.

Do You Have an Employer Identification Number (EIN)?

If you have household employees, you will need an EIN to file Schedule H. If you don't have an EIN, see Form SS-4. Don't use a social security number (SSN) in place of an EIN. The Instructions for Form SS-4 explain how you can get an EIN immediately over the internet, in 4 business days by fax, or in about 4 weeks if you apply by mail. See *How To Get Forms and Publications* for details on how to get forms and publications including Form SS-4. To get an EIN over the internet, visit IRS.gov and enter "EIN" in the search box.

Can Your Employee Legally Work in the United States?

It is unlawful to employ a person who can't 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 each complete part of the U.S. Citizenship and Immigration Services (USCIS) Form I-9, Employment Eligibility Verification. You must verify that the employee is either a U.S. citizen or a person who can legally work in the United States and you must keep Form I-9 for your records. You can get the form and the USCIS Handbook for Employers by visiting the USCIS website at www.uscis.gov/i-9-central, or by calling 1-800-870-3676.

What About State Employment Taxes?

If you employed a household employee in 2016, you probably have to pay contributions to your state unemployment fund for 2016. To find out if you do, contact your state unemployment tax agency. For a list of state unemployment tax agencies, visit the U.S. Department of Labor's website at www.workforcesecurity.doleta.gov/unemploy/agencies.asp. You should also find out if you need to pay or collect other state employment taxes or carry workers' compensation insurance.

When and Where To File

Schedule H

If you file Form 1040, 1040NR, 1040-SS, or 1041 for 2016, remember to attach Schedule H to it. Mail your return, by April 18, 2017, to the address shown in your tax return instructions.

Exceptions. If you get an extension of time to file your return, file your return with Schedule H by the extended due date. If you're a fiscal year filer, file your return and Schedule H by the due date of your fiscal year return, including extensions.

TIP *If you're a calendar year taxpayer and have no household employees for 2016, you don't have to file Schedule H for 2016.*

If you're not required to file a 2016 tax return (for example, because your income is below the amount that requires you to file), you must file Schedule H by itself by April 18, 2017. Complete Schedule H and put it in an envelope with your check or money order. Don't send cash. See the list of filing addresses in these instructions. Mail your completed Schedule H and payment to the address listed for the place where you live. Make your check or money order payable to the "United States Treasury" for the total household employment taxes due. Enter your name, address, SSN, daytime phone number, and "2016

Schedule H" on your check or money order. Household employers that are tax-exempt and don't have to file a tax return may also file Schedule H by itself, for example, churches that pay a household worker to take care of a minister's home.

Form W-2 and Form W-3

By January 31, 2017, send Copy A of all Forms W-2 with Form W-3 to the SSA and give Copies B, C, and 2 of Form W-2 to each employee. You will meet this requirement if the form is properly addressed, mailed, and postmarked no later than January 31, 2017.

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Mail Copy A of all Forms W-2 with Form W-3 to:

Social Security Administration
Data Operations Center
Wilkes-Barre, PA 18769-0001

If you use "Certified Mail" to file, change the ZIP code to "18769-0002." If you use an IRS-approved private delivery service, add "Attn: W-2 Process, 1150 E. Mountain Dr." to the address and change the ZIP code to "18702-7997." See Pub. 15 for a list of IRS-approved private delivery services.

CAUTION *If you file Forms W-2 and W-3 electronically, don't mail the paper Forms W-2 and W-3 to the SSA.*

For more information on filing Forms W-2 and W-3 electronically, visit the SSA's Employer W-2 Filing Instructions & Information website at www.socialsecurity.gov/employer.

TIP *Check with your state, city, or local tax department to find out if you must file Copy 1 of Form W-2.*

Penalties. You may have to pay a penalty if you don't give Forms W-2 to your employees or file Copy A of the forms with the SSA by the due dates. You may also have to pay a penalty if you don't show your employee's SSN on Form W-2 or don't provide correct information on the form.

How To Fill In Schedule H, Form W-2, and Form W-3

Schedule H

CAUTION *If you were notified that your household employee received payments from a state disability plan, see* State Disability Payments*, later.*

Social security number (SSN). Enter your SSN. Form 1041 filers, don't enter a number in this space. But be sure to enter your EIN in the space provided.

Employer identification number (EIN). An EIN is a nine-digit number assigned by the IRS. The digits are arranged as follows: 00-0000000. Enter your EIN in the space provided. If you don't have an EIN, see *Do You Have an Employer Identification Number (EIN),* earlier. If you applied for an EIN but haven't received it, enter "Applied For" and the date you applied. Don't use your SSN as an EIN.

Line A. To figure the total cash wages you paid in 2016 to each household employee, don't include amounts paid to any of the following individuals.

- Your spouse.
- Your child who was under age 21.
- Your parent. (See *Exception for parents* below.)
- Your employee who was under age 18 at any time during 2016. If the employee wasn't a student, see *Exception for employees under age 18* below.

Exception for parents. Include the cash wages you paid your parent for work in or around your home if both 1 and 2 below apply.

1. Your child who lived with you was under age 18 or had a physical or mental condition that required the personal care of an adult for at least 4 continuous weeks during the calendar quarter in which services were performed. A calendar quarter is January through March, April through June, July through September, or October through December.

2. You were divorced and not remarried, a widow or widower, or married to and living with a person whose physical or mental condition prevented him or her from caring for the child during that 4-week period.

Exception for employees under age 18. Include the cash wages you paid to a person who was under age 18 and not a student if providing household services was his or her principal occupation.

Cash wages. Cash wages include wages paid by check, money order, etc. Cash wages don't include the value of food, lodging, clothing, transit passes, or other noncash items you give a household employee.

Transportation (commuting) benefits. If you reimburse your employee for parking, transportation in a commuter highway vehicle, transit passes, or commuting by bicycle, you may be able to exclude the cash reimbursement amounts from counting as cash wages subject to social security and Medicare taxes. For 2016, you can reimburse your employee up to $255 per month for qualified parking; $255 per month for combined commuter highway vehicle transportation and transit passes; or, for a calendar year, $20 multiplied by the number of qualified bicycle commuting months during that year for qualified bicycle commuting reimbursement of expenses incurred during the year. See *Transportation (Commuting) Benefits* in Pub. 15-B for more information. Any cash reimbursement over the amounts discussed above is included as wages.

Part I. Social Security, Medicare, and Federal Income Taxes

Social security and Medicare taxes fund retirement, survivor, disability, and health benefits for workers and their families. You and your employees generally pay these taxes in equal amounts.

You're 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 asks you to withhold it and you agree. The employee must give you a

completed Form W-4, Employee's Withholding Allowance Certificate.

For 2016, the social security tax rate is 6.2% each for you and your employee. The Medicare tax rate is 1.45% each. The limit on wages subject to social security tax is $118,500. There is no limit on wages subject to the Medicare tax. If you didn't deduct the employee's share from his or her wages, you must pay the employee's share and your share (a total of 12.4% for social security and 2.9% for Medicare tax) of tax. See *Form W-2 and Form W-3*, later, for more information.

In addition to withholding Medicare tax at 1.45%, you must withhold a 0.9% Additional Medicare Tax from wages you pay to an employee in excess of $200,000 in a calendar year. You're required to begin withholding Additional Medicare Tax in the pay period in which you pay wages in excess of $200,000 to an employee and continue to withhold it each pay period until the end of the calendar year. Additional Medicare Tax is only imposed on the employee. There is no employer share of Additional Medicare Tax. All wages that are subject to Medicare tax are subject to Additional Medicare Tax withholding if paid in excess of the $200,000 withholding threshold.

For more information on Additional Medicare Tax, visit IRS.gov and enter "Additional Medicare Tax" in the search box.

$2,000 test. If you pay a household employee $2,000 or more in cash wages during 2016, you must report and pay social security and Medicare taxes on all the wages, including the first $2,000 paid to that employee. The test applies to cash wages paid in 2016 regardless of when the wages were earned. See Pub. 926 for more information. Or, visit the SSA's website at www.socialsecurity.gov/pubs/10021.html.

Line 1. Enter on line 1 the total of cash wages (see *Cash wages*, earlier) paid in 2016 to each household employee who meets the $2,000 test, explained earlier.

CAUTION *If you paid any household employee cash wages of more than $118,500 in 2016, include on line 1 only the first $118,500 of that employee's cash wages.*

Line 2. Multiply the amount on line 1 by 12.4% (0.124) and enter the result on line 2.

Line 3. Enter on line 3 the total of cash wages (see *Cash wages*, earlier) paid in 2016 to each employee who meets the $2,000 test. There is no limit on wages subject to the Medicare tax.

Line 4. Multiply the amount on line 3 by 2.9% (0.029) and enter the result on line 4.

Line 5. Enter on line 5 the total cash wages (see *Cash wages*, earlier) paid to each employee in 2016 that exceeded $200,000.

Line 6. Multiply the amount on line 5 by 0.9% (0.009) and enter the result on line 6.

Line 7. Enter on line 7 any federal income tax you withheld from the wages you paid to your household employees in 2016. See Pub. 926 and Pub. 15 for information on withholding federal income taxes.

Line 8. Add lines 2, 4, 6, and 7 and enter the result on line 8.

Line 9. Review the cash wages you paid to all your household employees for each calendar quarter of 2015 and 2016. Is the total for any quarter in 2015 or 2016 $1,000 or more?

Yes. Complete Schedule H, Part II.

No. Follow the instructions in the chart below.

If you file Form. . .	Then enter the amount from Schedule H, line 8, on. . .
1040	line 60a
1040NR	line 59a
1040-SS	Part I, line 4
1041	Schedule G, line 6

If you don't file any of the above forms, complete Schedule H, Part IV and follow the instructions under *When and Where To File*.

Part II. Federal Unemployment (FUTA) Tax

FUTA tax, with state unemployment systems, provides for payments of unemployment compensation to workers who have lost their jobs. Most employers pay both a federal and state unemployment tax.

The FUTA tax rate is 6.0% (0.060). But see *Credit for contributions paid to state* below. Don't deduct the FUTA tax from your employee's wages. You must pay it from your own funds.

Credit for contributions paid to state. You may be able to take a credit of up to 5.4% against the FUTA tax, resulting in a net FUTA tax rate of 0.6% (0.006). But to do so, you must pay all the required contributions for 2016 to your state unemployment fund by April 18, 2017. Fiscal year filers must pay all required contributions for 2016 by the due date of their federal income tax returns (not including extensions).

Contributions are payments that a state requires you, as an employer, to make to its unemployment fund for the payment of unemployment benefits. However, contributions don't include:

- Any payments deducted or deductible from your employees' pay;
- Penalties, interest, or special administrative taxes; or
- Voluntary contributions you paid to get a lower state experience rate. See the instructions for line 17 for more information.

If you paid contributions to any credit reduction state, see the instructions for line 23.

Lines 10 through 12. Answer the questions on lines 10 through 12 to see if you should complete Section A or Section B of Part II.

Fiscal year filers. If you paid all state unemployment contributions for 2016 by the due date of your return (not including extensions), check the "Yes" box on line 11. Check the "No" box if you didn't pay all of your state contributions by the due date of your return.

Line 13. Enter the two-letter abbreviation of the name of the state (or the District of Columbia, Puerto Rico, or the U.S. Virgin Islands) to which you paid unemployment contributions.

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Line 14. Enter the total of *contributions* (defined earlier) you paid to your state unemployment fund for 2016. If you didn't have to make contributions because your state gave you a zero percent experience rate, enter "0% rate" on line 14.

Line 15. Enter the total of cash wages (see *Cash wages*, earlier) you paid in 2016 to each household employee, including employees paid less than $1,000. However, don't include cash wages paid in 2016 to any of the following individuals.

- Your spouse.
- Your child who was under age 21.
- Your parent.

If you paid any household employee more than $7,000 in 2016, include on line 15 only the first $7,000 of that employee's cash wages.

Credit for 2016. The credit you can take for any state unemployment fund contributions for 2016 that you pay after April 18, 2017, is limited to 90% of the credit that would have been allowable if the contributions were paid on or before April 18, 2017.

Use Worksheet A in Pub. 926 to figure the credit for late contributions if you paid any state contributions after the due date for filing Form 1040.

Line 16. Multiply the wages on line 15 by .6% (0.006). Enter the result on line 16.

CAUTION

Complete lines 17 through 24 ***only*** *if you checked a "**No**" box on lines 10, 11, or 12.*

Line 17. Complete all columns that apply. If you don't, you won't get a credit. If you need more space, attach a statement using the same format as line 17. Your state will provide the experience rate. If you don't know your rate, contact your state unemployment tax agency.

You must complete columns (a), (b), and (h), even if you weren't given an experience rate. If you were given an experience rate of 5.4% or higher, you must also complete columns (c) and (d). If you were given a rate of less than 5.4%, you must complete all columns.

If you were given a rate for only part of the year, or the rate changed during the year, you must complete a separate line for each rate period.

Column (b). Enter the taxable wages on which you must pay taxes to the unemployment fund of the state shown in column (a). If your experience rate is zero percent, enter the amount of wages you would have had to pay taxes on if that rate hadn't been granted.

Column (h). Enter the total *contributions* (defined earlier) you paid to the state unemployment fund for 2016 by April 18, 2017. Fiscal year filers, enter the total contributions you paid to the state unemployment fund for 2016 by the due date of your return (not including extensions). If you're claiming excess credits as payments of state unemployment contributions, attach a copy of the letter from your state.

Line 18. Add the amounts in columns (g) and (h) separately and enter the totals in the spaces provided.

Line 19. Add the amounts shown on line 18 and enter the total on line 19.

Line 20. Enter the total cash wages subject to FUTA tax. See the line 15 instructions for details.

Line 21. Multiply the wages on line 20 by 6.0% (0.060). Enter the result on line 21.

Line 22. Multiply the wages on line 20 by 5.4% (0.054). Enter the result on line 22.

Line 23. Complete the *Worksheet for Household Employers in a Credit Reduction State—Line 23* in these instructions **only** if you're a household employer in any of the credit reduction states. A state is a credit reduction state if the amount in the "Reduction Rate" column for the state in the worksheet is greater than zero.

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State Names and Postal Abbreviations

State	Postal Abbreviation	State	Postal Abbreviation	State	Postal Abbreviation	State	Postal Abbreviation
Alabama	AL	Indiana	IN	Nevada	NV	Tennessee	TN
Alaska	AK	Iowa	IA	New Hampshire	NH	Texas	TX
Arizona	AZ	Kansas	KS	New Jersey	NJ	Utah	UT
Arkansas	AR	Kentucky	KY	New Mexico	NM	Vermont	VT
California	CA	Louisiana	LA	New York	NY	Virginia	VA
Colorado	CO	Maine	ME	North Carolina	NC	Washington	WA
Connecticut	CT	Maryland	MD	North Dakota	ND	West Virginia	WV
Delaware	DE	Massachusetts	MA	Ohio	OH	Wisconsin	WI
District of Columbia	DC	Michigan	MI	Oklahoma	OK	Wyoming	WY
Florida	FL	Minnesota	MN	Oregon	OR	Puerto Rico	PR
Georgia	GA	Mississippi	MS	Pennsylvania	PA	U.S. Virgin Islands	VI
Hawaii	HI	Missouri	MO	Rhode Island	RI		
Idaho	ID	Montana	MT	South Carolina	SC		
Illinois	IL	Nebraska	NE	South Dakota	SD		

Worksheet for Household Employers in a Credit Reduction State—Line 23

Keep for Your Records

1. Enter the **smaller** of the amount from Schedule H, line 19 or line 22	1	
2. Enter the total taxable FUTA wages from Schedule H, line 20	2	

3. Place an "X" in the box of **EVERY** state in which you had to pay state unemployment tax this year. If all of the states you check have a credit reduction rate of zero, don't enter an amount on line 23. For each state with a credit reduction rate greater than zero, enter the FUTA taxable wages, multiply by the reduction rate, and then enter the credit reduction amount. Don't include in the *FUTA Taxable Wages* box wages that were excluded from state unemployment tax. If any states don't apply to you, leave them blank.

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	Postal Abbreviation	FUTA Taxable Wages	Reduction Rate	Credit Reduction		Postal Abbreviation	FUTA Taxable Wages	Reduction Rate	Credit Reduction
	AK		x 0.000			NC		x 0.000	
	AL		x 0.000			ND		x 0.000	
	AR		x 0.000			NE		x 0.000	
	AZ		x 0.000			NH		x 0.000	
	CA		x 0.000			NJ		x 0.000	
	CO		x 0.000			NM		x 0.000	
	CT		x 0.000			NV		x 0.000	
	DC		x 0.000			NY		x 0.000	
	DE		x 0.000			OH		x 0.000	
	FL		x 0.000			OK		x 0.000	
	GA		x 0.000			OR		x 0.000	
	HI		x 0.000			PA		x 0.000	
	IA		x 0.000			RI		x 0.000	
	ID		x 0.000			SC		x 0.000	
	IL		x 0.000			SD		x 0.000	
	IN		x 0.000			TN		x 0.000	
	KS		x 0.000			TX		x 0.000	
	KY		x 0.000			UT		x 0.000	
	LA		x 0.000			VA		x 0.000	
	MA		x 0.000			VT		x 0.000	
	MD		x 0.000			WA		x 0.000	
	ME		x 0.000			WI		x 0.000	
	MI		x 0.000			WV		x 0.000	
	MN		x 0.000			WY		x 0.000	
	MO		x 0.000			PR		x 0.000	
	MS		x 0.000			VI		x 0.000	
	MT		x 0.000						

4. **Total Credit Reduction.** Add all amounts shown in the *Credit Reduction* boxes. Enter the total here.	4	
5. Subtract line 4 of this worksheet from line 1 of this worksheet and enter the result here **and** on Schedule H, line 23.	5	

Part III. Total Household Employment Taxes

Line 25. Enter the amount from line 8. If there is no entry on line 8, enter -0-.

Line 26. Add the amounts on lines 16 and 25. If you were required to complete *Section B* of Part II, add the amounts on lines 24 and 25 and enter the total on line 26.

Line 27. Follow the instructions in the chart.

If you file Form. . .	Then don't complete Part IV but enter the amount from Schedule H, line 26, on . . .
1040	line 60a
1040NR	line 59a
1040-SS	Part I, line 4
1041	Schedule G, line 6

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If you don't file any of the above forms, complete Schedule H, Part IV and follow the instructions under *When and Where To File*.

Paid Preparers

Paid preparer use only. You must complete this part if you were paid to prepare Schedule H, and aren't an employee of the filing entity, and aren't attaching Schedule H to Form 1040, 1040NR, 1040-SS, or 1041. You **must** sign in the space provided and give the filer a copy of the return in addition to the copy to be filed with the IRS.

Form W-2 and Form W-3

If you file one or more Forms W-2, you must also file Form W-3.

You must report both cash and noncash wages in box 1, as well as tips and other compensation. The completed Forms W-2 and W-3 in the example (in these instructions) show how the entries are made. For detailed information on preparing these forms, see the General Instructions for Forms W-2 and W-3.

Employee's portion of taxes paid by employer. If you paid all of your employee's share of social security and Medicare taxes, without deducting the amounts from the employee's pay, the employee's wages are increased by the amount of that tax for income tax withholding purposes. Follow steps 1 through 3 below. (See the example in these instructions.)

1. Enter the amounts you paid on your employee's behalf in boxes 4 and 6 (don't include your share of these taxes).

2. Add the amounts in boxes 3, 4, and 6. (However, if box 5 is greater than box 3, then add the amounts in boxes 4, 5, and 6.)

3. Enter the total in box 1.

TIP *On Form W-3, put an "X" in the "Hshld. emp." box located in box b, Kind of Payer.*

For information on filing Forms W-2 and W-3 electronically, visit the SSA's Employer W-2 Filing Instructions & Information website at www.socialsecurity.gov/employer.

You Should Also Know

Estimated Tax Penalty

You may need to increase the federal income tax withheld from your pay, pension, annuity, etc., or make estimated tax payments to avoid an estimated tax penalty based on your household employment taxes shown on Schedule H, line 26. You may increase your federal income tax withheld by giving your employer a new Form W-4, or by giving the payer of your pension a new Form W-4P. Make estimated tax payments by filing Form 1040-ES, Estimated Tax for Individuals. For more information, see Pub. 505.

CAUTION *Estimated tax payments must be made as the tax liability is incurred: by April 18, 2016, June 15, 2016, September 15, 2016, and January 17, 2017. If you file your Form 1040 by January 31, 2017, and pay the rest of the tax that you owe with the form, you don't need to make the payment due on January 17, 2017.*

Exception. You won't be penalized for failure to make estimated tax payments if both 1 and 2 below apply for the year.

1. You won't have federal income tax withheld from wages, pensions, or any other payments you receive.

2. Your income taxes, excluding your household employment taxes, wouldn't be enough to require payment of estimated taxes.

What Records To Keep

You must keep copies of Schedule H and related Forms W-2, W-3, and W-4 for at least 4 years after the due date for filing Schedule H or the date the taxes were paid, whichever is later. If you have to file Form W-2, also keep a record of each employee's name and SSN. Each payday, you should record and keep the dates and amounts of:

- Cash and noncash wage payments,
- Any employee social security tax withheld,
- Any employee Medicare tax withheld, and
- Any federal income tax withheld.

What Is the Earned Income Credit (EIC)?

The EIC is a refundable tax credit for certain workers.

Which employees must I notify about the EIC? You must notify your household employee about the EIC if you agreed to withhold federal income tax from the employee's wages but didn't do so because the income tax withholding tables showed that no tax should be withheld.

TIP *You're encouraged to notify each employee whose wages for 2016 were less than $47,955 ($53,505 if married filing jointly) that he or she may be eligible for the EIC for 2016.*

How and when must I notify my employees? You must give the employee one of the following items.

- The official IRS Form W-2, which has the required information about the EIC on the back of Copy B.
- 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 official IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you're not required to give the employee a Form W-2, you must provide the notification by February 7, 2017.

If the notification isn't given on Form W-2 in a timely manner, you must hand the notice directly to the employee or send it by First-Class Mail to the employee's last known address.

How do my employees claim the EIC? Eligible employees claim the EIC on their 2016 tax returns.

Rules for Business Employers

Don't use Schedule H if you chose to report employment taxes for your household employees along with your other employees on Form 941, Employer's QUARTERLY Federal Tax Return; Form 943, Employer's Annual Federal Tax Return for Agricultural Employees; or Form 944, Employer's ANNUAL Federal Tax Return. If you report this way, be sure to include your household employees' wages on your Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return.

State Disability Payments

Certain state disability plan payments to household employees are treated as wages subject to social security and Medicare taxes. If your employee received payments from a plan that withheld the employee's share of social security and Medicare taxes, include the payments on lines 1 and 3 of Schedule H and complete the rest of Part I through line 7. Add lines 2, 4, 6, and 7. From that total, subtract the amount of these taxes withheld by the state. Enter the result on line 8. Also, enter "disability" and the amount subtracted on the dotted line next to line 8. See the notice issued by the state for more details.

How To Correct Schedule H

If you discover an error on a Schedule H that you previously filed with Form 1040, Form 1040NR, or Form 1040-SS, file Form 1040X, Amended U.S. Individual Income Tax Return, and attach a corrected Schedule H. 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.

If you discover an error on a Schedule H that you filed as a stand-alone return, file another stand-alone Schedule H with the corrected information. In the top margin of your corrected Schedule H write (in red ink if possible) "CORRECTED" followed by the date you discovered the error.

If you owe tax, pay in full with your Form 1040X, Form 1041, or stand-alone Schedule H. If you overpaid tax on a previously filed Schedule H, then depending on whether you adjust or claim a refund, you must certify that you repaid or reimbursed the employee's share of social security and Medicare taxes, or that you have obtained consents from your employees to file a claim for refund for the employee tax. See Pub. 926 for complete instructions.

How To Get Forms and Publications

To get the IRS forms and publications mentioned in these instructions (including Notice 797), visit www.irs.gov/formspubs.

Completed Examples of Schedule H, Form W-2, and Form W-3

On February 12, 2016, Susan Green hired Helen Maple to clean her house every Wednesday. Susan didn't have a household employee in 2015 and had no household employees other than Helen during 2016.

Susan paid Helen $50 every Wednesday for her day's work. Susan decided not to withhold Helen's share of the social security and Medicare taxes from the wages she paid Helen. Instead, she will pay Helen's share of these taxes from her own funds. Susan didn't withhold federal income tax because Helen didn't give her a Form W-4 to request withholding and no withholding is otherwise required.

Helen was employed by Susan for the rest of the year (a total of 46 weeks). The following is some of the information Susan will need to complete Schedule H, Form W-2, and Form W-3.

Helen's total cash wages	$2,300.00 ($50 x 46 weeks)
Helen's share of the:	
Social security tax	$142.60 ($2,300 x 6.2% (0.062))
Medicare tax	$33.35 ($2,300 x 1.45% (0.0145))
Helen's total cash wages each quarter:	
1st quarter	$350.00 ($50 x 7 weeks)
2nd quarter	$650.00 ($50 x 13 weeks)
3rd quarter	$650.00 ($50 x 13 weeks)
4th quarter	$650.00 ($50 x 13 weeks)

Amount included in box 1 of Form W-2 and Form W-3:	
Cash wages	$2,300.00
Helen's share of social security tax paid by Susan	142.60
Helen's share of Medicare tax paid by Susan	33.35
Total	$2,475.95

Because Susan paid less than $1,000 per quarter to household employees during 2015 (no employees) and 2016 (see above), she isn't liable for FUTA tax.

TIP *See Pub. 926 for an example showing how to complete Forms W-2 and W-3 if the employer withheld social security and Medicare taxes from the employee's wages.*

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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.**

▶ **Information about Schedule H and its separate instructions is at *www.irs.gov/scheduleh.***

OMB No. 1545-1971

2016

Attachment Sequence No. **44**

Name of employer: Susan Green

Social security number: 001-11-1111

Employer identification number: 0 0 1 2 3 4 5 6 7

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Calendar year taxpayers having no household employees in 2016 don't have to complete this form for 2016.

A Did you pay **any one** household employee cash wages of $2,000 or more in 2016? (If any household employee was your spouse, your child under age 21, your parent, or anyone under age 18, see the line A instructions 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 Federal Income Taxes

1	Total cash wages subject to social security tax	**1** 2,300 00			
2	Social security tax. Multiply line 1 by 12.4% (0.124)		**2**	285	20
3	Total cash wages subject to Medicare tax	**3** 2,300 00			
4	Medicare tax. Multiply line 3 by 2.9% (0.029)		**4**	66	70
5	Total cash wages subject to Additional Medicare Tax withholding	**5**			
6	Additional Medicare Tax withholding. Multiply line 5 by 0.9% (0.009)		**6**		
7	Federal income tax withheld, if any		**7**		
8	**Total social security, Medicare, and federal income taxes.** Add lines 2, 4, 6, and 7		**8**	351	90

9 Did you pay **total** cash wages of $1,000 or more in **any** calendar **quarter** of 2015 or 2016 to **all** household employees? (**Don't** count cash wages paid in 2015 or 2016 to your spouse, your child under age 21, or your parent.)

☑ **No. Stop.** Include the amount from line 8 above on Form 1040, line 60a. If you're not required to file Form 1040, see the line 9 instructions.

Note: *Although not shown, Susan 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 ☐ | a Employee's social security number: 000-00-4567 | For Official Use Only ► OMB No. 1545-0008

b Employer identification number (EIN): 00-1234567

c Employer's name, address, and ZIP code:
Susan Green
16 Gray Street
Anyplace, CA 92665

1 Wages, tips, other compensation: 2475.95
2 Federal income tax withheld:
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:
10 Dependent care benefits:

e Employee's first name and initial: Helen R. | Last name: Maple | Suff.:
19 Pine Avenue
Anycity, CA 92666
f Employee's address and ZIP code

11 Nonqualified plans:
12a See instructions for box 12 Code:
13 Statutory employee ☐ Retirement plan ☐ Third-party sick pay ☐
12b Code:
14 Other:
12c Code:
12d Code:

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** 2016

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 the separate instructions.

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33333 | a Control number | For Official Use Only ► OMB No. 1545-0008

b Kind of Payer (Check one): 941 ☐ Military ☐ 943 ☐ 944 ☐ CT-1 ☐ Hshld. emp. ☒ Medicare govt. emp. ☐

Kind of Employer (Check one): None apply ☐ 501c non-govt. ☐ State/local non-501c ☐ State/local 501c ☐ Federal govt. ☐

Third-party sick pay (Check if applicable) ☐

c Total number of Forms W-2:
d:
1 Wages, tips, other compensation: 2475.95
2 Federal income tax withheld:

e Employer identification number (EIN): 00-1234567
3 Social security wages: 2300.00
4 Social security tax withheld: 142.60

f Employer's name: Susan Green
5 Medicare wages and tips: 2300.00
6 Medicare tax withheld: 33.35

16 Gray Street
Anyplace, CA 92665
g Employer's address and ZIP code
7 Social security tips:
8 Allocated tips:
9:
10 Dependent care benefits:
11 Nonqualified plans:
12a Deferred compensation:

h Other EIN used this year:
13 For third-party sick pay use only:
12b:

15 State | Employer's state ID number:
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:

Employer's contact person: | Employer's telephone number: (123) 456-7890 | For Official Use Only:

Employer's fax number: | Employer's email address:

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 ► Title ► Date ► 1/30/17

Form **W-3** **Transmittal of Wage and Tax Statements** 2016

Department of the Treasury
Internal Revenue Service

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

- Type entries using black ink.
- Enter all money amounts without the dollar sign and comma, but with the decimal point (for example, 2475.95 **not** $2,475.95).
- Don't round money amounts—show the cents portion.

Privacy Act and Paperwork Reduction Act Notice

We ask for the information on this form to carry out the Internal Revenue laws of the United States. You're required to give us the information. We need it to ensure that you're complying with these laws and to allow us to figure and collect the right amount of tax. If you don't provide the information we ask for, or provide false or fraudulent information, you may be subject to penalties.

You're not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law.

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Subtitle C, Employment Taxes, of the Internal Revenue Code imposes employment taxes on wages and provides for income tax withholding. This form is used to determine the amount of the taxes that you owe. Section 6011 requires you to provide the requested information if the tax is applicable to you. Section 6109 requires you to provide your identification number.

Generally, tax returns and return information are confidential, as required by section 6103. However, section 6103 allows or requires the IRS to disclose or give the information shown on your tax return to others as described in the Code. For example, we may disclose your tax information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and possessions to administer their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated burden for individual taxpayers filing this form is approved under OMB control number 1545-0074 and is included in the estimates shown in the instructions for their individual income tax return.

The estimated burden for all other taxpayers who file this form is: **Recordkeeping,** 1 hr., 38 min.; **Learning about the law or the form,** 39 min.; **Preparing the form,** 1 hr.; **Copying, assembling, and sending the form to the IRS,** 34 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can send us comments from *www.irs.gov/formspubs*. Click on *More Information* and then click on *Give us feedback*. Or you can send your comments to Internal Revenue Service, Tax Forms and Publications Division, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Don't send Schedule H (Form 1040) to this address. Instead, see *When and Where To File*, earlier.

Do You Have To File Form 1040, 1040NR, 1040-SS, or 1041?

Yes — Attach Schedule H to that form and mail to the address in your tax return instructions.

No — Mail your completed Schedule H and payment to the address shown below that applies to you. No street address is needed. See *When and Where To File* for the information to enter on your payment.

IF you live in...	**THEN use this address...**
Florida, Louisiana, Mississippi, Texas	Department of the Treasury Internal Revenue Service Austin, TX 73301-0002
Alaska, Arkansas, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Ohio, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	Department of the Treasury Internal Revenue Service Fresno, CA 93888-0002
Alabama, Connecticut, Delaware, District of Columbia, Georgia, Kentucky, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia	Department of the Treasury Internal Revenue Service Kansas City, MO 64999-0002
APO, FPO, American Samoa, the Commonwealth of the Northern Mariana Islands, nonpermanent residents of Guam or the U.S. Virgin Islands*, Puerto Rico, dual-status aliens, a foreign country	Department of the Treasury Internal Revenue Service Austin, TX 73301-0215
* Permanent residents of Guam should use: Department of Revenue and Taxation, Government of Guam, P.O. Box 23607, GMF, GU 96921; permanent residents of the U.S. Virgin Islands should use: USVI Bureau of Internal Revenue, 6115 Estate Smith Bay, St. Thomas, VI 00802.	