

0695 Tax Statements Withholding Authorization Forms

Description: Documents data reported on annual wage and tax statements and the amounts withheld by payroll from employees' checks for tax purposes.

Examples: Records may include IRS forms 1099, W-2, W-3, W-4, and W-5.

Retention Period: **Retain for 6 years, and then securely destroy.**

Authority: 26 C.F.R. §31.6001; 830 C.M.R. § 62C.25.1