

Activity 6.3 Employee Withholding Sheet

Directions: Complete the following Employee Withholding Sheet from the information given.

Michael Anderson, social security no. 312-40-3691, works for a weekly paycheck. He is single and claims no allowances. Last week he worked five days, for a total of 46 hours. His regular rate of pay is \$5.80 an hour.

In addition to required deductions and social security tax, he also has insurance withheld of \$8 a week and puts 4 percent of his gross pay into a retirement account. Use the state and federal tax withholding tables on textbook pages 123–124.

EMPLOYEE WITHHOLDING SHEET	
Employee Name _____	Social Security Number _____
Pay Period: <input type="checkbox"/> weekly <input type="checkbox"/> bimonthly <input type="checkbox"/> monthly	
Number of Allowances: _____ <input type="checkbox"/> married <input type="checkbox"/> single	
GROSS PAY	
1. Regular Wages: _____ hours at \$_____ /hr. =	\$ _____
or	
2. Regular Salary: _____ =	_____
3. Overtime: _____ hours at \$_____ /hr. =	_____
GROSS PAY	\$ _____
REQUIRED DEDUCTIONS	
4. Federal Income Tax (use tax tables)	\$ _____
5. State Income Tax (use tax tables)	\$ _____
6. Social Security Tax (use 7.65% times gross pay)	\$ _____
OTHER DEDUCTIONS	
7. Insurance	\$ _____
8. Union Dues	\$ _____
9. Credit Union	\$ _____
10. Savings	\$ _____
11. Retirement	\$ _____
12. Charity	\$ _____
13. Other: _____	\$ _____
_____	_____
TOTAL DEDUCTIONS (total lines 4 through 13)	\$ _____
NET PAY (subtract total deductions from gross pay)	\$ _____

Activity 6.4 Employee Withholding Sheet

Directions: Complete the following Employee Withholding Sheet from the information given.

Phyllis White, social security no. 814-30-3288, receives a weekly paycheck. She is single and claims one allowance. Last week she worked five days for a total of 44 hours. Her regular rate of pay is \$6.10 an hour.

In addition to the required deductions, she also saves \$10 a week and sets aside 5 percent of her gross pay into a retirement account.

EMPLOYEE WITHHOLDING SHEET	
Employee Name _____	Social Security Number _____
Pay Period: <input type="checkbox"/> weekly <input type="checkbox"/> bimonthly <input type="checkbox"/> monthly	
Number of Allowances: _____ <input type="checkbox"/> married <input type="checkbox"/> single	
GROSS PAY	
1. Regular Wages: _____ hours at \$_____/hr. =	\$ _____
or	
2. Regular Salary: _____ =	_____
3. Overtime: _____ hours at \$_____/hr. =	_____
GROSS PAY	\$ _____
REQUIRED DEDUCTIONS	
4. Federal Income Tax (use tax tables)	\$ _____
5. State Income Tax (use tax tables)	\$ _____
6. Social Security Tax (use 7.65% times gross pay)	\$ _____
OTHER DEDUCTIONS	
7. Insurance	\$ _____
8. Union Dues	\$ _____
9. Credit Union	\$ _____
10. Savings	\$ _____
11. Retirement	\$ _____
12. Charity	\$ _____
13. Other: _____	\$ _____
_____	_____
TOTAL DEDUCTIONS (total lines 4 through 13)	\$ _____
NET PAY (subtract total deductions from gross pay)	\$ _____