



D.K. ARNDT, P.C.
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Because of more strict regulations and in the effort to protect your identity, the Social Security Administration will not process any W2's for your employees in which the full name and social security number do not match **exactly** to the employee's social security card.

Now is the time to please verify the information with the documents you have on hand (Federal W4, Iowa W4, Form I9, or a copy of their social security card) for each of your employees and update accordingly.

If you don't have these forms for your employees, you may stop in and pick up a set. They are also available online at:

- www.irs.gov/pub/irs-pdf/fw4.pdf (Federal W4 for 2018)
- [www.tax.iowa.gov/sites/files/idr/forms1/2018IAW-4\(44019\).pdf](http://www.tax.iowa.gov/sites/files/idr/forms1/2018IAW-4(44019).pdf) (Iowa W4 for 2018)
- https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf (Form I9)

Any new employees will also need to complete these forms. Keep these forms at your place of business for your records. Thank you.