

Crawford, Merritt and Company

Certified Public Accountants

For W-2s

**We strongly recommend uploading your information to us through
SmartVault Online Portal.**

**Below is the information that we need for each employee
to complete your forms.**

- Completed Form W-4
- OR**
- Full legal name of employee (as shown on Social Security card)
- Address of employee
- SSN of employee
- Amount paid to employee
- Name of employer (for new client)
- Address of employer (for new client)
- Employer Identification Number (EIN) or Federal Employer Identification Number (FEIN)

Paper originals provided to us will be returned to you once your forms are completed.