



## Memo

**Re:** INSTRUCTIONS FOR VITAL INFO ON CENSUS

**To:** Prospective Group

**From:** Corey Brooks

General Information – 1<sup>st</sup> tab

Must have a company name and broker name – If you can fill out the rest, great, if not, please do not let this hold up submitting a census

Census – 3<sup>rd</sup> tab

Name

Marital status

Work state

Gross Annual Taxable Wages

Pay Frequency

Federal w-4 Marital Status

\*\*Columns K & L will be filled depending on if the employee has a 2019 or 2020 w-4 ---- 2019 you will fill out column K, 2020 you will fill out column L and T \*\*

State Marital Withholding Status

State Withholding Dependents

Column O is simple to **differentiate** if the employee has a 2019 or 2020 w-4

Columns Q & R are for group health

Column T is only for a 2020 w-4 employee

Columns V, W, X, Y are as stated – please make sure 401K information is in a monetary amount and not percentage

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