



The Payroll Company

Raffle Winnings

Please complete the attached forms for W2G and Form 945 processing.

If you have questions or need help completing the forms, please feel free to contact **Janelle Welsh** at jwelsh@sdatholic.org or 858-490-8220

Reminders

- Please complete these forms within the first 30 days of the raffle.
- Winners must present two forms of identification, one of which must include the payee's photo.
- A completed W9 is an acceptable non-photo form of identification.

All winnings over \$600.00

1. Please complete the following forms.
2. Send the completed form to Janelle Welsh via Filedrop using the following link, <https://filedrop.sdatholic.org/filedrop/jwelsh@sdatholic.org>
→ Please include your location name and contact information.
3. Janelle Welsh will confirm receipt and forward the forms to The Payroll Company.

All winnings over \$5,000.00

1. Please complete the following forms.
2. Tax must be withheld at the rate of 24%, please make the check payable to **THE PAYROLL COMPANY**.
3. Send the completed forms and check together to Janelle Welsh at the Pastoral Center: 3888 Paducah Drive, San Diego, CA 92117
4. Janelle Welsh will confirm receipt and forward the completed forms and check to The Payroll Company.



RAFFLE WINNER INFORMATION

PERSONAL INFORMATION

Date _____ Social Security Number _____

Name _____ E-mail Address _____
Last First Middle Initial

Address _____
Street or PO Box City State Zip

Wager Amount _____ Prize Amount _____ Telephone () _____

Tax Withheld (if any) _____ Federal Withholding _____ State _____ Withholding _____

Money Received Date _____ W2G Mailed to Winner W2G Mailed to Sponsor

The IRS states that a winner must present 2 forms of identification, one of which has a photo ID. Please list below two forms of IDs.

First ID _____ Second ID _____



W-2G INFORMATION

The information that we need to process the W-2G is listed on the attached form. "W2-G Instructions" is a publication from the IRS with helpful information. Please forward the taxes withheld as soon as possible to TPC. You can write a check made payable to The Payroll Company. Please mail to the attention of Greg Kollmeyer, The Payroll Company, 3555 S Culpepper Circle, Suite 200, Springfield, MO 65804. We will match up the check with this form before forwarding the tax to the IRS.

Again, please process the information as quickly as possible so your church can avoid penalties and interest on late deposits.

W-2G INFORMATION

Division Number _____ Division Legal Name _____

Federal Withholding _____ State _____ Withholding _____

TPC to prepare and file W-2G Yes No

TPC to prepare and file 945 Yes No

CONTACT STATEMENT

Contact Name _____ Phone _____

Email _____

This form is confidential and privileged. The form and any documents are intended for the sole use of the addressee.

SIGNATURE _____ DATE _____