

**Sample Tax Withholding Notice**

, 20XX

Name  
 Street Address  
 City, State Zip Code

Dear Mr/Ms. :

Subject: Wage restitution for work performed  
 Project: Name  
 Number  
 Location

A wage restitution payment has been ordered for you. You will receive either a check by mail or, if you chose an electronic payment, a deposit to a bank account you specified. This money represents wages and is subject to income taxes. This table shows the gross amount, deductions taken, and the amount of the check or deposit that you will receive:

<b>Gross Wages</b>	<b>Federal Tax</b>	<b>Social Security</b>	<b>Medicare</b>	<b>Total Deduction</b>	<b>Net Wages</b>
\$	\$	\$	\$	\$	\$

A form W-2 will be mailed to you after the end of this calendar year at the address you provided. It will reflect the wages you earned, the deductions taken, and the net amount you received. You **must** be certain to inform the HUD Office of Labor Relations of any change to your mailing address between now and February of next year (20XX) so that we can ensure that the W-2 is sent to your current address.

If you have any questions, please contact me at Phone, or by email at Name@[hud.gov](mailto:Name@hud.gov)

Sincerely,

Name  
 Labor Relations Specialist