



2024 Group-Term Life Insurance

The value of employer-provided group-term life insurance up to \$50,000 is excluded from an employee's income. The fair market value of coverage in excess of \$50,000, minus any amount paid for the coverage by the employee after taxes, must be included in the employee's income. Please complete this form by listing all employees and the corresponding amounts to be reported as income. This form must be completed, signed and returned to us at least **TWO WEEKS PRIOR TO YOUR LAST SCHEDULED PAYROLL OF THE YEAR** in order for you to receive your W-2 forms by January 31.

Do **NOT** report Group-Term Life Insurance information to us if we are including it each payroll period. We already have this information.

Company Name: _____ Client ID: _____ - _____

<u>EE Code</u>	<u>Employee Name</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of person authorizing information _____

Signature _____ Date _____