

Filling out Government Forms

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The forms you and your HR department use to report your income and tax withholding to the government are all in one place in Wurk from the main menu, navigate to **My Info>My HR>Forms>Government Forms** to see all the forms you have on record. When you are hired, you will be prompted to complete the forms HR needs to process your paycheck. Each year, you will also need to complete new forms. To work with your W2 for filing your own taxes, you will also need to provide Electronic Consent in Wurk so that you legally opt into using the electronic form (rather than having your employer mail you paper ones). This electronic option is the fastest way for you to download and print your W2 form and submit your taxes.

In the cannabis industry, there are many types of forms you may need to understand, and they change frequently to adjust to changes in federal and state regulations. We recommend that you seek out the latest advice on how to fill them out from your HR department and research them online. For example, see [this guide](#) for the 10 IRS forms you may need to understand for 2020.

For more guidance on payroll taxes, see our [Payroll Tax Resources](#) and this article, [IRS 280E Tax Code: Cannabis Accounting, Deductions, & Strategy](#).

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Note: Check Your To Dos! Your HR department may prompt you to submit a form if it is needed (or expiring) in an announcement when you log on to Wurk and/or in your **My To Dos** inbox. This is an easy way to see everything needing your attention.
