

W-2 (Wage/Tax Statement) Information & FAQ

Date: Feb. 5, 2013

Form W-2 Information

- Form W-2s should be distributed by **Jan. 31** as required by the IRS. They were mailed to your home address on the payroll system as of Jan. 4, 2013.

Following is a key to what is in each of the boxes on your Form W-2: followed by some Q&A:

Box a	Employee Social Security number
Box b, c	Employer information required by the IRS
Box d	Employer Control number, may be left blank
Box e, f	Employee name and address
Box 1	Total wages, non-cash payments, taxable benefits, and other taxable compensation, less pre-tax deductions, e.g. 403(b) savings and Section 125 benefits such as Health Care plan and Child Care Reimbursement.
Box 2	Federal tax withheld
Box 3	Social Security wage base (<i>2012 maximum is \$110,100</i>)
Box 4	Social Security tax withheld (<i>2012 maximum is \$4,624.20</i>)
Box 5	Medicare taxable wage
Box 6	Medicare tax withheld (1.45% of the Box 5 Medicare wages)
Box 10	Dependent Care Reimbursement Account (pre-tax)
Box 12	Report Specific amount according to a IRS code
Box 13	Status check boxes: Statutory employee, Retirement Plan, Third Party Sick pay.
Box 14	Information for employees
Box 15	State identification number (employer registration number)
Box 16-20	State and local income tax information.

Frequently Asked Questions

1. Why do I receive a Form W-2?

The Internal Revenue Service (IRS) requires employers to issue employees a Form W-2 Wage and Tax Statement to show all wages, tips, and other compensation earned and paid, as well as taxes withheld during the calendar year. You use this form when filing your tax returns.

2. Why are the wages on my Form W-2 less than my annual salary?

Your annual income as reported on your Form W-2 is called "Taxable Gross Income."

- Your income will be **less** than your salary if you have pre-tax deductions for a 403(b) or other deferred compensation plan, or if you have pre-tax deductions for your elected benefits, such as health and dental insurance. These pre-tax dollars are subtracted from your annual income for taxation purposes.

3. How do I arrive at the Box 1 wages from my salary and deductions listed on my last paycheck?

Your gross salary is **reduced** by your before-tax deductions to equal the W-2 Box 1 wages. Before-tax deductions include STRS/PERS deduction, health care and dental care premiums, reimbursement accounts (such as health care and child care), 403(b) and 457 plan deferrals.

Here is an example of how to arrive at the taxable wages shown on your W-2 based on the earnings and deductions from Jan. 1 for December 31.

Gross Pay	\$40,000	
Health Insurance Employee portion	-1,248	
Pre-Tax 125 plan – Medical Reimbursement	-1,000	
Box 5 Medicare Wages.	\$37,752	
PERS Reduction	-2,800	
403(b)	-1,000	
Box 1 Wages	\$33,952	

4. What is Box 12DD?

12DD reports the amount of the cost of your health benefits, which include your employee share, the employer portion, and any taxable portion. This amount is included on the W2 for information only and is not taxable.

5. Why does my Form W-2 show a higher amount for Social Security and Medicare wages (Boxes 3 and 5) than my wages in Box 1?

Your contributions to STRS or PERS, a 403(b) and 457 plan are subject to FICA tax at the time they are deferred. Therefore, they are reported in Boxes 3 and 5 as wages. These deferred amounts are not included in your wages in Box 1.

6. Why does my Form W-2 show no federal (or state) withholding?

The Form W-2 does not show any withholding tax because either you requested no tax withholding when you completed your Form W-4, or your income did not meet the minimum withholding requirements. The federal or state income taxes withheld (Boxes 2 and 17) should agree with your paychecks from the year. If they do, there is not an error on your W-2, but you may wish to have your withholding adjusted to increase the amount deducted

from your pay.

7. I just completed my tax return, and I owe taxes, or my refund isn't what I expected. What do I do now?

Your tax withholding is directed by the W-4 that you have completed and is reflected on your paycheck. You may check your withholding status on your check stub and you may change it at anytime throughout the year. The withholding of each paycheck is calculated using your withholding status (married or single and the number of allowances) and the tables or formulas provided by the taxing authorities.

8. My wages didn't change and I didn't change my withholding status or exemptions, but my tax withholding is more or less than last year's W-2. Why?

Tax tables change from year to year, as do the value of allowances that are claimed on your W-4. Both of these factors are included in the tax tables that are issued by the taxing authority. Payroll is calculated using the latest tables available.

9. What if there is an error on my W-2?

If you believe you have identified an error on your W-2, research your final pay stub or review the earnings and deductions summary at the top of the W-2 before calling. If you still believe there is an error, call the U.S. Bank Employee Service Center at 800-806-7009 and say: "Payroll Services", then "W-2s", and then "Questions." Your call will be directed to a payroll representative. Depending on the the problem, it may take a week or more to research and determine if a corrected W-2 (a W-2C) will be issued.

10. My name, address or Social Security number is incorrect on my Form W-2. How can I change it?

Your name and Social Security number on your W-2 must match the name and Social Security number on your Social Security card. If you need to change your name on your Social Security card, contact the Social Security Administration at 800-772-1213 to obtain a new card. If you notice that your Social Security number on your W-2 is incorrect, make a copy of your Social Security card and fax it with a memo requesting a correction of your Form W-2 to Payroll.

If the only change is to your address, a W-2C is not required.

11. What is a Form W-2C?

It shows corrections to an original Form W-2. The IRS requires employers to issue a Form W-2C when the information on your original Form W-2 has changed. The Form W-2C only shows earnings or taxes that have changed. It does not show all original information found on the Form W-2 unless all of the information is being corrected.

12. What do I do with the Form W-2C?

If you have not filed your Form 1040 when you receive your Form W-2C, attach both the Form W-2C and your original Form W-2 to your tax return. If you have already filed your taxes when you receive your Form W-2C, you may need to file an amended tax return.

13. How can I have more/less taxes taken out of my pay for 2013?

To determine the proper filing status and number of allowances that you may claim, consult your tax advisor. You may also want to check out the [ADP Payroll Calculator](#) website. You can use the W-4 Assistant to help you decide what to enter on your W-4, or you can use

one of the pay calculators to estimate the effect of changing your filing status or allowances. Once you have determined the changes you want to make, submit your new W4 or DE4 to Payroll Department.

<http://www.adp.com/tools-and-resources/calculators-and-tools/payroll-calculators/salary-paycheck-calculator.aspx>