**W2 INFORMATION**

W2’s are to be delivered or post marked no later than January 31 of each year. The goal of the Payroll Department is to have the W2’s out to our employees earlier than the 31st.

Here is an explanation of the boxes on your W2:

Reporting boxes & Codes for box 12(\*\*): Description:

Box 1 Wages, tips, other compensation

Box 2 Federal Income Tax Withheld

Box 3 Social Security Wages

Box 4 Social Security Tax Withheld

Box 5 Medicare Wages

Box 6 Medicare Tax Withheld

Box 10 Dependent Care Benefits

Box 12 (E) 403/TSA (Tax Shelter Annuity)

Box 12 (G) DCP (Deferred Compensation)

Box 12 (J) Short Term Disability Insurance

Box 12 (BB) Roth

Box 12 (DD) SEBB costs

Cost of employer-sponsored health coverage, informational only (not taxable)

Box 12W HSA

Box 13 Retirement Plan (no dollar amount is required to be listed, only an “X”)

Box 14 Union Dues

\*\*For further details on the codes for Box 12, please refer to the back of your W2 form

**The following description amounts go into boxes 1, 3, and 5:**

**Box 1** Wages, tips, other compensation

* Included in Box 1:
  + Total Gross pay
  + Subtract:
    - Retirement deduction
    - Section 125/medical pre-tax deductions
    - DCP (Deferred Compensation Program) & TSA (Tax Shelter Annuity) deductions
    - VEBA

**Box 3** Social Security Wages

* Included in Box 3:
  + Total Gross pay
  + Subtract:
    - Section 125/medical pre-tax deductions
    - VEBA

**Box 5** Medicare Wages

* Included in Box 5:
  + Total Gross pay
  + Subtract:
    - Section 125/medical pre-tax deductions
    - VEBA

8/30/2023