

# Understanding Your W-2 Tax Form

The below information is designed to assist employees in understanding their w-2 tax form and answer the most commonly asked questions. The payroll team *cannot* provide tax advice. Therefore it is recommended that employees consult their tax advisor with any specific tax related questions. The IRS website also has helpful tax information for employees.

22222	Void <input type="checkbox"/>	a Employee's social security number XXX-XX-XXXX	For Official Use Only ► OMB No. 1545-0008		SAMPLE W-2 Form	
b Employer identification number (EIN) 41-0901311			1 Wages, tips, other compensation Federal Taxable Wages	2 Federal income tax withheld Federal Income Tax Withheld		
c Employer's name, address, and ZIP code  St Paul Public Schools ISD #625 360 Colborne Street St Paul MN 55102			3 Social security wages FICA Wages	4 Social security tax withheld FICA Tax Withheld (6.2%)		
			5 Medicare wages and tips Medicare Wages	6 Medicare tax withheld Medicare Tax Withheld (1.45%)		
			7 Social security tips (n/a)	8 Allocated tips (n/a)		
d Control number			9	10 Dependent care benefits Flexible Spending Dependent Care		
e Employee's first name and initial Your First Name and Middle Initial		Last name Your Last Name	Suff.	11 Nonqualified plans  13 Statutory employee <input type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Third-party sick pay	12a See instructions for box 12  12b C (Group Term Life) E (403b Employee Ded) G (457 EE and ER Contr) W (HSA Contributions)	
Employee's home address			14 Other Union Dues Mileage Reimbursement Employer Pension Contributions 403b Employer Match	12c DD (Cost of Health Insur) EE (Roth 457 Contributions)  12d		
f Employee's address and ZIP code 15 State MN		16 State wages, tips, etc. State Taxable Wages	17 State income tax MN State Withholding	18 Local wages, tips, etc. (n/a)	19 Local income tax (n/a)	20 Locality name (n/a)
<b>W-2 Wage and Tax Statement 2022</b> Form <b>W-2</b> Wage and Tax Statement 2022 Copy A For Social Security Administration — Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable. Do Not Cut, Fold, or Staple Forms on This Page						
Department of the Treasury—Internal Revenue Service For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 10134D						

**Box 1,3, and 16:** Your gross pay (which includes all earnings and any flex credits) is not actually printed anywhere on your w-2 form. See the chart below to understand how your FICA Wages and Federal taxable wages are determined.

Gross Pay (includes all earnings and flex credits)	Gross Pay (includes all earnings and flex credits)
+ Group Term Life Tax + 457 Employer Contributions - Mileage reimbursement (non-taxable) - Health, Dental, and Vision insurance deductions - Basic & Add'l life deductions (EEs with flex credits only) - HSA deductions <u>- Flex Spending deductions (Medical &amp; Dependent Care)</u> <b>= Social Security (FICA) Wages*</b> <i>This is what is in box 3 on your W-2 Form</i>  <i>*FICA Wage limit is \$147,000 for 2022</i>	+ Group Term Life Tax - Mileage reimbursement (non-taxable) - Health, Dental, & Vision insurance deductions - Basic & Add'l life deductions (EEs with flex credits only) - HSA deductions - 403(b) deductions - 457 deductions - PERA and SPTRFA pension deductions <u>- Flex Spending deductions (Medical &amp; Dependent Care)</u> <b>= Federal (and State) Taxable Wages</b> <i>This is what is in box 1 and 16 on your W-2 Form</i>

**Box 12:** This box lists group term life tax, 403b employee deductions, 457 contributions for both employee and employer, Roth 457 contributions, HSA contributions, and the cost of health insurance. The codes for each type do not relate to where they should be entered in the boxes 12a through 12d on the form. If more than 4 items need to be reported in box 12, they will be printed on an additional, separate w-2 form.

**Box 13:** Retirement plan is checked if the employee was an active participant for any part of the year in a 403b plan, PERA pension plan or SPTRFA pension plan.

**Box 14:** This box lists other deductions or items that the employee may need when filing taxes such as the total amount of union dues contributed, mileage reimbursement, and employer contributions to your pension (PERA or SPTRFA), and 403b employer match amount.