

W-2 Frequently Asked Questions

1. *How do I get my Form W-2?*

If you do not get your pay stubs from Doculivery, your W-2 will be mailed to the address we have on file on January 26th.

Current employees - Your W-2 will be available on the Doculivery pay stub site.

<https://my.doculivery.com/MobileExternal/Pages/Common/Login.aspx?co=bhmsd>

Login and click on "Tax Documents" located under the "Options" on the left side of the page.

Former employees - Your W-2 will be available on the Doculivery pay stub site as well.

Login and click on "Tax Documents" located under the "Options" on the left side of the page. If you need to reset your password contact Shannon Krider at the Central office @ 260-824-2620 or skrider@bhmsd.org. We will also need to verify your primary email address in Doculivery is set to your personal email account.

2. *I did not receive or lost my W-2, what do I do?*

Contact Shannon Krider at the Central office. Keep in mind that if your W-2 was mailed it may take a week to three weeks to receive it.

3. *The name or Social Security number is incorrect. What should I do?*

Your name and SS# must match the information on your Social Security card. Bring your Social Security card and incorrect W-2 to the Central office so it can be corrected. W-2's must be filed under the name the IRS has on file for you as of 12.31.2025.

4. *My address is incorrect on my W-2.*

An incorrect address does not require a corrected W-2.

5. *My wages on the W-2 do not match my final check stub of the year. Why is that?*

The W-2 reflects TAXABLE earnings while the check stub reflects TOTAL earnings for the year. Your Form W-2 is a summary of the taxable earnings you received during the calendar year. The last pay date of the 2025 calendar year is 12/19/2025 for pay period 11/30/2025 through 12/13/2025.

6. *My pay check for the last two weeks and four days of 2025 is not included on my W-2? Why?*

This is correct. The W-2 is issued on a cash basis. Any compensation paid to you in 2025 is considered 2025 income. The last two weeks and four days of December were paid to you in January 2026 and is therefore considered 2026 income.

7. *My W-2 does not reflect my current salary, why is that?*

The Form W-2 does not reflect your fiscal, school year salary. It reflects your calendar year taxable income. Fiscal dates cover any contacted amounts for a specific school year. The calendar year begins with the first pay in January and ends with the last pay in December. Since this causes an overlap of two contracts, you will not be able to compare these two figures.

8. *What if I didn't have any Federal or State taxes withheld according to my W-2?*

This could be due to multiple situations.

- A. Your Form W-4 Federal Tax Withholding claimed a full and total exemption from all Federal withholdings.
- B. Your earnings were under the prescribed threshold for tax withholdings.
- C. State taxes - you are not a resident of IN and therefore were not subject to our state tax withholding.

To adjust your federal and/or state withholding, you must file out a new Form W-4 Federal Tax Withholding. You can download the form from the IRS website @ [irs.gov](https://www.irs.gov) or get one from the Central office. If you need help filling it out please seek the advice of a tax professional. Central office personnel will not be able to assist you with that.