

READING YOUR W-2 FORM – WAGE AND TAX STATEMENT

Your W-2 form is electronically provided or mailed to you each year by the Internal Revenue Service (IRS) deadline, typically January 31st. The form provides the details concerning the wages you received during the tax year and should be used in filing your federal income taxes. To allow for mail time, if you have not received your W-2 by February 14th, please log into Peoplesoft to obtain a copy, or contact Payroll at WWW.FINPayrollProcessors@norfolk.gov to request a copy. For more information on your W-2, visit the IRS online at www.irs.gov, or call 1-800-829-1040.

- Box 1** - Enter this amount on the wages line of your tax return.
- Box 2** - Enter this amount on the federal income tax withheld line of your tax return.
- Box 3** - Total wages (not including tips) subject to social security tax.
- Box 4** - Employee share of social security tax withheld.
- Box 5** - The wages subject to Medicare tax are the same as those subject to social security tax (Box 3) except that there is no wage base limit for Medicare tax.
- Box 6** - This amount includes the 1.45% Medicare Tax withheld on all Medicare wages and tips shown in Box 5, as well as the 0.9% Additional Medicare Tax on any of those Medicare wages and tips above \$200,000.

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|---|----------------------------|--|---------------------|--------------------------------|---|
| 22222 | | a Employee's social security number | | OMB No. 1545-0008 | |
| b Employer identification number (EIN) | | 1 Wages, tips, other compensation | | 2 Federal income tax withheld | |
| c Employer's name, address, and ZIP code | | 3 Social security wages | | 4 Social security tax withheld | |
| | | 5 Medicare wages and tips | | 6 Medicare tax withheld | |
| | | 7 Social security tips | | 8 Allocated tips | |
| d Control number | | 9 | | 10 Dependent care benefits | |
| e Employee's first name and initial Last name Suff. | | 11 Nonqualified plans | | 12a | |
| | | 13 Statutory employee Retirement plan Third-party sick pay | | 12b | |
| | | 14 Other | | 12c | |
| | | | | 12d | |
| f Employee's address and ZIP code | | | | | |
| 15 State | Employer's state ID number | 16 State wages, tips, etc. | 17 State income tax | 18 Local wages, tips, etc. | 19 Local income tax |
| | | | | | 20 Locality name |
| Form W-2 Wage and Tax Statement | | | 2021 | | Department of the Treasury—Internal Revenue Service |
| Copy 1—For State, City, or Local Tax Department | | | | | |

Box 10 - This amount includes the total dependent care benefits that your employer paid to you or incurred on your behalf (including amounts from a section 125 (cafeteria) plan). Any amount over \$5,000 is also included in Box 1. Complete Form 2441, Child and Dependent Care Expenses, to figure any taxable and nontaxable amounts.

Box 13 - If the "Retirement plan" box is checked, special limits may apply to the amount of traditional IRA contributions you may deduct. See Pub. 590-A, Contributions to Individual Retirement Arrangements (IRAs).

Box 11 - This amount is (a) reported in Box 1 if it is a distribution made to you from a nonqualified deferred compensation or nongovernmental section 457(b) plan, or (b) included in Box 3 and/or Box 5 if it is a prior year deferral under a nonqualified or section 457(b) plan that became taxable for social security and Medicare taxes this year because there is no longer a substantial risk of forfeiture of your right to the deferred amount. This box should not be used if you had a deferral and a distribution in the same calendar year. If you made a deferral and received a distribution in the same calendar year, and you are or will be age 62 by the end of the calendar year, your employer should file Form SSA-131, Employer Report of Special Wage Payments, with the Social Security Administration and give you a copy.

Box 14 - Employers may use this box to report information such as state disability insurance taxes withheld, union dues, uniform payments, health insurance premiums deducted, nontaxable income, educational assistance payments, or a member of the clergy's parsonage allowance and utilities. Railroad employers use this box to report railroad retirement (RRTA) compensation, Tier 1 tax, Tier 2 tax, Medicare tax, and Additional Medicare Tax. Include tips reported by the employee to the employer in railroad retirement (RRTA) compensation.

Box 12 - The following list explains the codes shown in Box 12. You may need this information to complete your tax return. Elective deferrals (codes D, E, F, and S) and designated Roth contributions (codes AA, BB, and EE) under all plans are generally limited to a total of \$19,500 (\$13,500 if you only have SIMPLE plans; \$22,500 for section 403(b) plans if you qualify for the 15-year rule explained in Pub. 571). Deferrals under code G are limited to \$19,500. Deferrals under code H are limited to \$7,000.

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Form W-2 Reference Guide for Box 12 Codes

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|----------|--|----------|---|-----------|---|
| A | Uncollected social security or RRTA tax on tips | L | Substantiated employee business expense reimbursements | Y | Deferrals under a section 409A nonqualified deferred compensation plan |
| B | Uncollected Medicare tax on tips (but not Additional Medicare Tax) | M | Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only) | Z | Income under a nonqualified deferred compensation plan that fails to satisfy section 409A |
| C | Taxable cost of group-term life insurance over \$50,000 | N | Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (but not Additional Medicare Tax) (former employees only) | AA | Designated Roth contributions under a section 401(k) plan |
| D | Elective deferrals under a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement) | P | Excludable moving expense reimbursements paid directly to members of the Armed Forces | BB | Designated Roth contributions under a section 403(b) plan |
| E | Elective deferrals under a section 403(b) salary reduction agreement | Q | Nontaxable combat pay | DD | Cost of employer-sponsored health coverage |
| F | Elective deferrals under a section 408(k)(6) salary reduction SEP | R | Employer contributions to an Archer MSA | EE | Designated Roth contributions under a governmental section 457(b) plan |
| G | Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan | S | Employee salary reduction contributions under a section 408(p) SIMPLE plan | FF | Permitted benefits under a qualified small employer health reimbursement arrangement |
| H | Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan | T | Adoption benefits | GG | Income from qualified equity grants under section 83(i) |
| J | Nontaxable sick pay | V | Income from exercise of non-statutory stock option(s) | HH | Aggregate deferrals under section 83(i) elections as of the close of the calendar year |
| K | 20% excise tax on excess golden parachute payments | W | Employer contributions (including employee contributions through a cafeteria plan) to an employee's health savings account (HSA) | | |

Special Note: The address shown your W-2 is the address on record with the City of Norfolk when the forms are processed in January. If this address is incorrect, you may change the address online at [PeopleSoft Employee Self-Service](#).