

## W2'S – Most Frequently Asked Questions

**Question:** *When will I receive my W2?*

**Answer:** IRS states that all W2s are required to be mailed by January 31<sup>st</sup>.

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**Question:** *If I did not receive my W2 or if I lost it, how do I get a new one?*

**Answer:** There are two options to obtain a copy of a W2

1. Access & Login into your ESS
  - Select Payroll
  - Click Online W2 from the menu or icon options on the screen
  - Enter search criteria, select correct W2 & print
2. Send an email to the PBSC ([pbsc@tarrantcounty.com](mailto:pbsc@tarrantcounty.com)).  
The **email must come from an email with your name on it. (This is your electronic signature)** The email should include:
  - Your full name
  - Your 5-digit ID number (you may obtain this from your paycheck or your Quick Slip) (This is not necessarily your T Number.)
  - Indicate if you want to
    - Pick it up in person. If so provide a phone number where you may be contacted
    - Have it mailed to your address in the system. If your address is incorrect in the ESS system, you must change it before the PBSC sends out the copy or it will go to the wrong address.

The PBSC will begin reproducing copies of W2s **one week after distribution**. The PBSC will call or e-mail you when it is ready for pickup or mail it to the address in the ESS system on the same day it is produced.

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**Question:** *I have questions and concerns about my W2 being correct?*

**Answer:** Review the following questions first. You may find your answer there. If you do not find your question, contact the PBSC.

[PBSC@tarrantcounty.com](mailto:PBSC@tarrantcounty.com)

(817)884-2861

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**Question:** *Box 1 wages do not match the year-to-date total gross wages on my last paycheck of the tax year. Is this an error?*

**Answer:** No. Total Gross wages and Total Taxable wages are not always the same thing. Each type of tax has its own definition of taxable wages.

Box 1 contains taxable wages for Federal Tax Withholding (FIT). The definition (formula) for taxable wage for FIT is:  
**Total gross wages – Pre-tax benefits – 414H retirement plans – 457 retirement plans + imputed income = taxable wages**

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**Question:** *What is the difference between Total Gross Wages and Total Taxable Wages?*

**Answer:** **Total Gross Wages** includes all money that you earned. **Total Taxable Wages** represents a defined type of wages used in the calculation of a tax. Since each type of tax uses a different definition for **Total Taxable Wages**, this may vary from tax to tax and from taxing agency to taxing agency.

**Example:** FIT tax has a different taxable wage definition from Social Security tax and/or Medicare tax.

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**Question:** *What are Pre-tax deductions?*

**Answer:** Under IRS Section 125, a cafeteria plan is a benefit plan under which participants may choose from among one or more qualified benefits and cash. This special type of benefit plan allows the employee to participate on a pretax basis. **Examples** of our pre-tax deductions (Sec. 125 Cafeteria Plan benefits) are:

STD Medical EE Pre-tax  
Dental EE Pre-tax  
CSCD EE Med Pre-tax  
CSCD EE 125 Plan  
Flex – General Purpose EE  
Flex – Limited Purpose EE  
HSA – Health Savings EE  
Flex - Dependent Care Reimbursement EE  
Opt Life EE Pre-tax  
Vision-VSP

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**Question:** *What is a 414H retirement plan?*

**Answer:** It is a type of retirement savings plan that is used by the Public Sector. Our 414H retirement plan is the mandatory retirement saving (**EE Retirement Savings**) that comes out of every pay check. You will see the amount, which you contributed for the tax year, in Box 14 of the W2.

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**Question:** *What is a 457 retirement plan?*

**Answer:** It is a plan that allows you to defer money into a special savings account for retirement. You will see the amount you contributed for the tax year in Box 12, Code G of the W2.

**Examples** of our 457 plans are:

Valic

Lincoln

Nationwide

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**Question:** *What is imputed income?*

**Answer:** Imputed income represents non-cash amounts, which IRS regulations recognize as taxable income for taxing purposes only. Not every employee will have imputed income, but many will.

**Examples** of common imputed income are:

Group Term Life Insurance for the Employee over \$50,000. (This is a small amount calculated and based off of the IRS tables)

Group Term Life Insurance for Dependents over \$2000. (This is also a small amount calculated and based off of IRS tables)

**More Examples** of imputed income are:

Misc. Imputed Income (Miscellaneous Imputed Income)

Taxable Mileage (Taxable Mileage for a Take-Home Vehicle)

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**Question:** *Why does Box 1 wage not match Box 3 wage or Box 5 wage? Why does Box 3 not match Box 5?*

**Answer:** Each type of tax uses a different definition for **Total Taxable Wages**. The definition varies from tax to tax and from taxing agent to taxing agent. The below examples show the differences:

Box 1 Taxable Wages for Federal Tax Withholding (FIT):

**Total gross wages – Pre-tax benefits – 414H retirement plans – 457 retirement plans + imputed income = taxable wages**

Box 3 Taxable Wages for FICA OASDI (Social Security):

**Total gross wages – Pre-tax benefits + imputed income ≤ a maximum amount of current Social Security wage base = taxable wages**

Box 5 Taxable Wages for FICA Hi (Medicare):

**Total gross wages – Pre-tax benefits + imputed income = taxable wages**

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**Question:** *My Mileage – Pretax and/or Non-Cash Workers Comp does not seem to be included in my taxable wages? Is this correct?*

**Answer:** Yes. Mileage is a reimbursement of an employee expense. Non-Cash Workers Compensation is paid by a third party and are not included in Tarrant County's W2 information.

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**Question:** *Do I need a W2 correction if my address is wrong?*

**Answer:** No.

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**Question:** *My name is different from my name on the W2. Do I need a correction?*

**Answer:** If the name on your W2 matches the name on your social security card, then no correction is needed. The name on your W2 **must match** the name on your social security card.

If you have recently changed your name but have not changed it with the Social Security Administration, you must contact the SSA first.

If you have changed your name on your social security card, contact the PBSC and allow us to verify the change on the new card. We must do the verification before we can change your name in the system and on your W2.

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**Question:** *I received Military Supplemental Pay. Will it be included in my W2?*

**Answer:** Yes. IRS guidelines require that Military Supplemental Pay be included on your W2.

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**Question:** *I received Worker's Compensation benefits from a third-party payer. Will I get a W2 from the third-party payer?*

**Answer:** No. You will not receive a W2 from a third-party. Any amount you receive as benefits for an occupational sickness or injury are fully exempt from tax, if paid under a worker's compensation act or statute.

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**Question:** *I received supplemental Worker's Compensation benefits from Tarrant County. Are those benefits also exempt from taxes?*

**Answer:** No. Such amounts will be subject to all appropriate deductions (FICA, FIT, retirement and any voluntary deductions).

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**Question:** *Box 12 has an amount and a code DD. What does it mean?*

**Answer:** Code DD in box 12 of the W2 reports the cost of health insurance provided through Tarrant County. **This amount reported with Code DD is not taxable.**

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**Question:** *Box 12 has an amount and a code W. What does it mean?*

**Answer:** These amounts reflect the contributions to a Health Savings Account (HSA), per IRS guidelines all employer contributions

(including an employee's contributions through a cafeteria plan) to an HSA are reported in box 12 of Form W-2 with code W.

*E.g. Tarrant County in 2014 funded those participating in an HSA with \$750; the employee contributes an additional \$750 through payroll in 2014. The total amount contributed employer plus employee will appear in Box 12 code W.*

**Contributions**

HSA Employer	\$750
HSA Employee	<u>\$750</u>
Amount Reported	
Box 12 (W)	<b>\$1,500</b>