

*The electronic version of the 2012 W-2 Form and W-2 Instructions are available by accessing the Employee On-line system.*

**If you did *NOT* submit the Electronic W-2 Consent form, you will receive a paper copy of your W-2 Form. The paper W-2 Forms will be postmarked and mailed out tomorrow to your home address.**

**This following should answer frequently asked questions about your W-2 form.**

**BOX 1 - How is Box 1 (Wages, tips and other compensation) calculated?**

**Answer** - Box 1 is calculated using the following formula:

Year-to-Date Gross Wages - *This amount can be found on your December payroll stub in Employee On-line.*

Minus Deferred State Retirement (TRS, SERS, PERS)

Minus Deferred 403(b) TSA (Tax-Sheltered Annuity) *The total amount also displays in Box 12 after the Code E.*

Minus Deferred 457 DCP (Deferred Compensation Program) *The total amount also displays in Box 12 after the Code G.*

Minus Flex Dependent Care (Flex-Plan)

Minus Flex Health Care (Flex-Plan)

Minus Before Tax (BT) Medical Insurance Premiums

Minus Contributions to VEBA - Health Reimbursement Arrangement (HRA) *Tax free contributions, earnings & withdrawals*

Minus Domestic Partner Insurance Premiums (Before Tax)

Plus Domestic Partner Imputed Income

**Important Note:** You can view your last 16 months of payroll stubs by logging into the Employee On-Line system at:

<http://www.everett.k12.wa.us/everett/Employee%20Online>

**BOX 2 - What is listed in Box 2 (Federal Income Tax Withheld)?**

**Answer** - The amount listed in Box 2 is the total dollars you paid to the IRS in 2012 for Federal Income Tax. On your payroll stub each month, the amount deducted for Federal

Income Tax is listed under the Employee Deductions section. The description of this deduction is listed as FEDERAL TAX.

In the lower left hand corner of your payroll stub, under Gross Pay and Deductions, the Year-To-Date Federal Tax total is displayed. The description of the Year-To-Date deduction is listed as Federal W/H. Please review your payroll stub to make certain the amount deducted will meet your tax liability.

### **How can I change the amount of Federal Income Tax deducted from my payroll check?**

**Answer** - The fastest way to change your W-4 federal tax filing status, exemptions and additional amounts is by logging into Employee On-Line, then click on W4 Filing Status at: <http://www.everett.k12.wa.us/everett/Employee%20Online>

The other way to change your W-4 federal tax filing status is to complete a paper W-4 form which can be found at:  
<http://www.irs.gov/pub/irs-pdf/fw4.pdf>

### **BOX 12 - What information is listed in Box 12 (Code)?**

**Answer** - The IRS developed a set of alphabetic codes to identify various items that an employer reports on the W-2s.

Code 'E' in Box 12 identifies the dollars paid into a 403(b) Tax Sheltered Annuity plan. *This amount is subtracted from Box 1.*

Code 'G' in Box 12 identifies the dollars paid into a 457 Deferred Compensation Program (DCP). *This amount is subtracted from Box 1.*

Code 'DD' in Box 12 (NEW starting 2012) identifies the total Cost of Employer-Sponsored Health Coverage. *This amount is not taxable.*

The IRS publication regarding this reporting item can be found at: <http://www.irs.gov/uac/Form-W-2-Reporting-of-Employer-Sponsored-Health-Coverage>

### **BOX 14 - What dollars are listed in Box 14 (Other)?**

**Answer** - This box contains Year-to-Date deductions that you have paid into the following:

W/COM - Workers Compensation (L&I Pension)

U/WAY - United Way

DUES - Union Dues

### **IRS Assistance**

While Payroll is not able to determine individual tax liability or provide tax advice, the IRS offers a variety of tools to assist you. All IRS publications and forms are available on the Internet at <http://www.irs.gov/> The IRS also provides toll-free telephone numbers that taxpayers can call for answers to questions at no cost. The IRS telephone numbers and hours of operation can be found at <http://www.irs.gov/uac/Telephone-Assistance>.

## United Way of Snohomish County - Free Tax Preparation Campaign starts January 22, 2013

The United Way of Snohomish County will provide quality free tax preparation services at six sites across Snohomish County from **January 22 to April 15**. Free tax preparation is available for taxpayers who make less than \$51,000 and who need basic individual tax returns.

Trained and certified volunteers will be on hand to complete basic income tax returns through April 15<sup>th</sup>. Electronic filing means any refunds owed to an individual or family will come back much more quickly, usually within 10 business days. Multilingual tax preparers will be available at several sites to service customers who need this assistance.

United Way of Snohomish County is specifically focused on serving people eligible for the Earned Income Tax Credit, a tax credit for low-income working families and individuals.

United Way provides free tax preparation and access to the Earned Income Tax Credit and other tax credits to help working families increase their incomes and create savings. Free tax preparation allows low income people to keep more of their hard earned money and avoid paying unnecessary fees for commercial tax preparation and "rapid refund" loans.

To find out even more information about this Free Tax Preparation Campaign and to locate a site near you, log onto the United Way of Snohomish County website at: <http://www.uwsc.org/freetaxpreparationcampaign.php>

## W-2's Going Green

Thank you to all of the employees who submitted the Electronic W-2 Consent Form! All employees still have the ability to view your W-2 form using the Employee On-line system. Employees who did *NOT* submit the Electronic W-2 Consent Form will continue to receive the paper W-2 form mailed to your home. Just a reminder, paper copies can always be requested at any time of the year directly from the Payroll office. The Electronic W-2 Consent Form is effective for Forms W-2 issued for the most current year and all future years until consent is withdrawn or the individual is no longer employed by the District.