Tax Forms

W-4 Tax Exemptions or Allowances
Electronic W-2 Consent
W-2 Wage and Tax Statement
W-2c Corrected Wage and Tax Statement
W-2 Wage and Tax Statement Instructions

RELEASE: 8.10
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Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Payroll office.

A paper copy of your W-2 may be obtained by contacting the Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Payroll office.

Selection Criteria

Consent to receive W-2 electronically:

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

Submit
<table>
<thead>
<tr>
<th>Box #</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 1</td>
<td>Wages, Tips, Other Compensation</td>
<td>This is reportable federal taxable wages (total gross wages less all pre-tax items such as: medical premiums, dependent care, flexible spending, health savings account, parking and Retirement plans. This amount also includes taxable employer provided benefits, such as tuition assistance benefits, imputed income, etc.</td>
</tr>
<tr>
<td>Box 2</td>
<td>Federal Income Tax Withheld</td>
<td>Total amount of Federal tax withheld, including additional withholding.</td>
</tr>
<tr>
<td>Box 3</td>
<td>Social Security Wages</td>
<td>Not applicable to UT.</td>
</tr>
<tr>
<td>Box 4</td>
<td>Social Security Tax WH</td>
<td>Not applicable to UT.</td>
</tr>
<tr>
<td>Box 5</td>
<td>Medicare Wages and Tips</td>
<td>Total amount of reportable wages less pre-tax items which are subject to Medicare taxes such as: medical premiums, dependent care, flexible spending, health savings account and parking. Retirement plans are not pre-tax items for Medicare tax purposes and are included in the reportable total. There is no yearly limit for Medicare wages.</td>
</tr>
<tr>
<td>Box 6</td>
<td>Medicare Tax WH</td>
<td>Total amount of Medicare tax withheld. There is no yearly limit for Medicare tax withheld.</td>
</tr>
<tr>
<td>Box 7</td>
<td>Social Security Tips</td>
<td>This category is not applicable to UT.</td>
</tr>
<tr>
<td>Box 8</td>
<td>Allocated Tips</td>
<td>This category is not applicable to UT.</td>
</tr>
<tr>
<td>Box 10</td>
<td>Dependent Care Benefits</td>
<td>Total amount of dependent care withheld. Excludible amount allowed under Internal Revenue Code Section 129.</td>
</tr>
<tr>
<td>Box 11</td>
<td>Nonqualified plans</td>
<td>This category is not applicable to UT.</td>
</tr>
</tbody>
</table>
| Box 12 | "See instructions for box 12" | Code E - Elective deferrals to an IRS Section 403(b) (VIP contributions).  
Code G - Elective deferrals to an IRS Section 457(b) deferred compensation plan.  
Code P - Excludable moving expenses.  
Code W - Combined employee and employer contributions to Health Savings Account.  
Code BB - Designated Roth contributions under a Section 403(b) plan  
Code DD - Cost of employer-sponsored health coverage. This amount reported with Code DD is not taxable.  
Any contributions to OPERS & STRS plans are mandatory contributions, not elective deferrals and will not be itemized in this box. They are exempt from taxation and have been accounted for in Box 1. |
| Box 13 | Retirement Plan | This will be checked if enrolled in any basic retirement plan. |
| Box 14 | Other | Additional information |
| Box 15 | Name of State | Employee’s tax residence state. |
| Box 16 | State Wages, Tips, etc. | Total of reportable state taxable wages. |
| Box 17 | State Income Tax | Total amount of state tax withheld, including additional withholding. |
| Box 18 | Local Wages, tips, etc. | Total reportable local wages (City & SD). |
| Box 19 | Local Income Tax | Total amount of local tax withheld (City & SD). |
| Box 20 | Locality Name | Locality code (City & SD). |
POINTS TO REMEMBER:

- Box 1 is not the same as your total wages earned. Please refer to the chart on previous page to see what is not included.

- W-2’s will be mailed out and/or available online as of January 31st.

- In an effort to “go green”, please encourage employees in your area to sign up for electronic W-2’s.
UPCOMING
HOLIDAY SCHEDULE

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>API CLOSING 11:00 AM</td>
<td>16</td>
<td>ONLINE &amp; PAPER TIME CARDS DUE</td>
<td>17</td>
<td>ONLINE APPROVERS DUE BY 2:00 PM</td>
<td>18</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>PAY DAY</td>
<td>24</td>
<td>Christmas</td>
<td>25</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
W-4 Update

January is a good time to look at your federal and state withholdings and reevaluate if you need to make any changes, for example:

- Additions to the family
- Change in marital status
HERE’S HOW TO CHANGE YOUR EXEMPTIONS USING SELF SERVICE

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W4 Tax Exemptions or Allowances

Federal Withholding Tax
As of Date:
Name:
Address:

Last Name differs from SSN card:
Deduction Status:
Start Date:
End Date:
Filing Status:
Number of Allowances:
Additional Withholding:

Note: Additional amount, if any, you want withheld from each paycheck.

Dec 03, 2014
Dorene Marie Spotts
6629 Lewis Ave
Temperance MI 48182-1209
No
Active
Jan 14, 2013
Married
1
0.00

Ohio Withholding Tax
As of Date:
Name:
Address:

Last Name differs from SSN card:
Deduction Status:
Start Date:
End Date:
No. Exem:
Additional Withholding:

Note: Additional amount, if any, you want withheld from each paycheck.

Dec 03, 2014
Dorene Marie Spotts
6629 Lewis Ave
Temperance MI 48182-1209
No
Terminated
Jan 14, 2013
Feb 08, 2013
0
0.00

Print

History | Update | Contributions or Deductions
Michigan Withholding Tax
As of Date: 
Name: 
Address: 

Last Name differs from SSN card: 
Deduction Status: 
Start Date: 
End Date: 
No, Exem: 
Additional Withholding: 
Note: Additional amount, if any, you want withheld from each paycheck.

Dec 03, 2014
Dorene Marie Spotts
6629 Lewis Ave
Temperance MI 48182-1209
No
Active
Jan 26, 2013

1

0.00

Print

History | Update | Contributions or Deductions