

## Form W-2, Wage and Tax Statement for 2007

### Distribution and Content

Form W-2, Wage and Tax Statement, will be distributed to all state employees prior to January 31, 2008. The form is submitted by employees to the federal and state governments when their income tax returns for 2007 are prepared. An employee may verify the W-2 information by comparing the reported numbers to the last payroll's year-to-date balances **unless** other adjustments are made to the employee's wages after the last monthly payroll for the year. The following components may be reported on the W-2 form:

Box/Code Identifier	Description or Calculation
Box a	Employee Social Security Number
Box e	Employee Name
Box f	Employee Address and ZIP Code
Box 1 Wages, tips other compensation	Gross Wages Less: Retirement contribution by employee Less: Perquisites Less: Deferred Parking Costs Less: 401(k) Contributions (see Box 12 Code D) Less: 403(b) Contributions (see Box 12 Code E) Less: 457(b) Contributions (see Box 12 Code G) Less: All NC Health Benefit Contributions Less: All TriCare Health Benefit Contributions Less: All NC PPO Health Benefit Contributions Less: All Flex Plan Contributions Add: Taxable Moving or Business Expense Reimbursements Add: Value of group term life insurance over \$50,000 (see Box 12 Code C)
Box 2	Federal Income Tax Withheld
Box 3 Social Security Wages (Limited to \$97,500)	Gross Wages Less: Deferred Parking Costs Less: All NC Health Benefit Contributions Less: All TriCare Health Benefit Contributions Less: All NC PPO Health Benefit Contributions Less: All Flex Plan Contributions Add: Taxable Moving or Business Expense Reimbursements Add: Value of group term life insurance over \$50,000 (see Box 12 Code C)
Box 4	Social Security Tax Withheld
Box 5 Medicare Wages and tips	Gross Wages Less: Deferred Parking Costs Less: All NC Health Benefit Contributions Less: All TriCare Health Benefit Contributions Less: All NC PPO Health Benefit Contributions Less: All Flex Plan Contributions Add: Taxable Moving or Business Expense Reimbursements Add: Value of group term life insurance over \$50,000 (see Box 12 Code C)
Box 6	Medicare tax withheld
Box 9 Advance EIC payment	Amount paid to employee as advance earned income credit
Box 10	Section 125 Dependent Care Flex Plan Contributions
Box 12 Code C	Value of group term life insurance over \$50,000 (imputed income)
Box 12 Code D	Section 401(k) contributions
Box 12 Code E	Section 403(b) contributions
Box 12 Code G	Section 457(b) contributions

Box 12 Code P	Excludable reimbursed moving expenses (not reported in wages, Boxes 1, 3 or 5)
Box 12 Code AA	Roth contributions to a section 401(k) plan
Box 16 State wages, tips, etc.	Gross Wages Less: Retirement contribution by employee Less: Perquisites Less: Deferred Parking Costs Less: 401(k) Contributions (see Box 12 Code D) Less: 403(b) Contributions (see Box 12 Code E) Less: 457(b) Contributions (see Box 12 Code G) Less: All NC Health Benefit Contributions Less: All TriCare Health Benefit Contributions Less: All NC PPO Health Benefit Contributions Less: All Flex Plan Contributions Add: Taxable Moving or Business Expense Reimbursements Add: Value of group term life insurance over \$50,000 (see Box 12 Code C)
Box 2	State Income Tax Withheld

Employees should review the information printed on their W-2 form for accuracy.

### Multiple Employers

Individuals employed by different state agencies during a calendar year will receive only one W-2 form if the employing agencies process payroll through the Central Payroll System. If the agencies utilize different payroll processing systems, the employee will receive a W-2 from each of the agencies.

Individuals that have multiple employers in a single year that operate different payroll systems will have different wage bases for FICA tax withholding. Consequently, employees that receive multiple W-2s and have total FICA subject wages in excess of the maximum earning limit (\$97,500) may be due a refund of overwithheld FICA taxes. Overwithheld FICA taxes are refunded to the employee when the employee files a federal income tax return for the year. Information on the current FICA maximum earnings limitation is located at:

[http://www.ncosc.net/sigdocs/sig\\_docs/payroll/OSCPXA09-2008.xls](http://www.ncosc.net/sigdocs/sig_docs/payroll/OSCPXA09-2008.xls)

### Replacement of W-2 Form

Any employee that does not receive a W-2 by January 31, or has an original form that is illegible or is lost, must contact their agency payroll office to request a replacement form.

### Limitations on Replacements

Employees can request replacement W-2 forms for up to three previous calendar years without backup documentation. For employees that are still active on the payroll system, agency payroll staff can generate a new W-2 form online. Agency payroll staff must submit a written request to the Central Payroll Division for replacement W-2's if the employee is no longer active on the payroll system.

Individuals requesting a replacement W-2 form for years prior to the three previous calendar years must provide an audit letter from the IRS or NCDOR indicating the years for which replacement W-2 forms are needed.