



Reading Your Form W-2

IN THE BUSINESS OF YOUR SUCCESSSM

Boxes 1–8: Information that appears on your Master List and Year-To-Date reports.

Boxes 12a–12d: (abbreviated code descriptions). If the items included in Box 12 exceed the space limit, additional W-2s will print.

Void <input type="checkbox"/>		a Employee's social security number Your employee's SSN		OMB No. 1545-0008	
b Employer identification number (EIN) Your company's federal ID number		1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code Your company's name and address		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 Your employee's file number followed by your company's ADP branch and client code		9		10 Dependent care benefits	
e Employee's first name and initial Last name Your employee's first name, last name, and address		11 Nonqualified plans		12a See instructions for box 12	
		13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		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	

Boxes 16–20: Your employee's state and local tax information. Refer to your Master List and Year-To-Date reports.

- A Uncollected Social Security on tips
- B Uncollected Medicare on tips
- C Taxable GTL over \$50k
- D 401(k) and SIMPLE elect. deferrals
- E 403(b) salary reduction elect. deferrals
- F 408(k) salary reduction SEP elect. deferrals
- G 457(b) company contributions to elect. deferrals
- H 501(c) tax exempt organization elect. deferrals
- J Nontaxable third party sick pay
- K 20% excise tax excess golden parachute
- L Substantiated business expense reimburse
- M Uncollected Social Security/RRTA GTL
- N Uncollected Medicare GTL over \$50k
- P Excludable moving expense reimbursement
- R Archer MSA company contributions
- S SIMPLE 408(p) salary reduction contributions
- T Adoption benefits
- V Income exercise nonstatutory stock options
- W HSA company contributions
- Y 409A nonqualified def. comp. plan deferrals
- Z 409A nonqualified def. comp. plan income
- AA Designated 401(k) and SIMPLE 401(K) Roth contributions
- BB Designated 403(b) Roth contributions
- DD Employer-sponsored health care benefits
- EE Designated 457(b) and 501(c) Roth contributions

This is a simplified explanation. Always consult your accountant for advice regarding taxation and reporting regulations.

Form **W-2** Wage and Tax Statement
Copy D – For Employer.

Box 13: "X" appears if you report a qualified plan or third party sick pay. Please contact ADP if you require "Statutory employee" to be checked.

Box 14: State unemployment and/or disability for AK, CA, HI, NJ, NY, PA, and RI. New Jersey Family Leave Insurance is also included in this box. If you require other information to appear in this box, contact ADP. If the items included in Box 14 exceed the space limit, additional W-2s will print.

More than one state or local jurisdiction will generate additional W-2s.

Please refer to your 2012 Year-End Client Guide for more information on how to report W-2 information to ADP. Use the checklist on page 4 of the guide to identify changes to report to ADP before your last payroll of the year.