

Reading Your Form W-2

22222		Void	a Employee's social security number 343-43-4343		For Official Use Only OMB No. 1545-0008		
b Employer identification number 22-1233338			1 Wages, tips, other compensation 2000.00		2 Federal income tax withheld 341.42		
c Employer's name, address, and ZIP code ACME SUPPLIES CORPORATION 15 CENTER STREET ANYTOWN, NJ			3 Social security wages 2000.00		4 Social security tax withheld 124.00		
			5 Medicare wages and tips 2000.00		6 Medicare tax withheld 29.00		
d Control number 0001 EP/EZP			7 Social security tips		8 Allocated tips		
e Employee's first name and initial JIM		Last name ANDERSON		Suff		11 Nonqualified plans	
f Employee's address and ZIP code 1 ELM STREET ANYTOWN, NJ 12345			13 Statutory employee Retirement plan Third party sick pay		12a See instructions for box 12		
			14 Other 8.51 UI/HC/WF 9.99 DI		12b		
15 State Employer's state ID number NJ 22-1233338		16 State wages, tips, etc. 2000.00		17 State income tax 58.74		18 Local wages, tips, etc.	
				19 Local income tax		20 Locality name	

Form **W-2** Wage & Tax Statement

Box b: Your federal ID number.
Box c: Your company name and address.

Box a: Your employee's SSN.

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

Box d: Your employee's file number followed by your ADP branch and client code.

Box e: Your employee's first and last name. The address appears in the box below their name.

Box 15: The state code and your state ID #
Box 16 – 20: Your employee's state and local tax information. Refer to your Master List and Year-To-Date reports.

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

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

- 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
- Q=Nontaxable combat pay
- 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
- CC=HIRE Act/JTC

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

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

Please refer to your 2010 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.