Notice to Employee

Do you have to file? Refer to the Form 1040 Instructions to determine if you are required to file a tax return. Even if you do not have to file a tax return, you may be eligible for a refund if box 2 shows an amount or if you are eligible for any credit.

Earned income credit (EIC). You may be able to take the EIC for 2017 if your adjusted gross income (AGI) is less than a certain amount. The amount of the credit is based on income and family size. Workers without children could qualify for a smaller credit. You and any qualifying children must have valid social security numbers (SSNs). You cannot take the EIC if your investment income is more than the specified amount for 2017 or if you are a nonresident alien.

Clergy and religious workers. If you are not subject to social security and Medicare taxes, see Publication 517, Social Security and Other Information for Members of the Clergy and Religious Workers. Corrections. If your name, SSN, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file Form W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, SSN, or money amount error reported to the SSA on Form W-2. Be sure to get your copies of Form W-2c from your employer for all corrections made so you may file them with your tax return. If your name and SSN are correct but are not the same as shown on your social security card, you should ask for a new card that displays your correct name at any SSA office or call 1-800-772-1213. You also may visit the SSA at www.ssa.gov.

Cost of employer-sponsored health coverage (amount is provided by the employer). The reporting in Box 12, using Code DD, of the cost of employer-sponsored health coverage is for information only. The amount reported with Code DD is not taxable.

Credit for excess taxes. If you had more than one employer in 2017 and more than $7,886.40 in social security and/or Tier 1 railroad retirement (RRTA) taxes were withheld, you may be able to claim a credit for the excess against your federal income tax. If you had more than one railroad employer and more than $4,630.50 in Tier 2 RRTA tax was withheld, you also may be able to claim a credit. See your Form 1040 or Form 1040A instructions and Publication 505, Tax Withholding and Estimated Tax.

Box 1. Enter this amount on the wages line of your tax return.

Box 2. Enter this amount on the federal income tax withheld line of your tax return.

Box 5. This amount includes the 1.45% Medicare Tax withheld on all Medicare wages and tips shown in Box 5, as well as the 0.9% Additional Medicare Tax on any of those Medicare wages and tips above $200,000.

Box 8. This amount is not included in boxes 1, 3, 5, or 7. For information on how to report tips on your tax return, see your Form 1040 instructions.

Box 9. If you are e-filing and if there is a code in this box, enter it when prompted by your software. This code assists the IRS in validating the W-2 data submitted with your return. The code is not entered on paper filed returns.

Box 10. This amount includes the total dependent care benefits that your employer paid to you or incurred on your behalf (including amounts from a section 125 cafeteria plan). Any amount over $5,000 is also included in box 1. Complete Form 2441, Child and Dependent Care Expenses, to compute any taxable and nontaxable amounts.

Box 11. This amount includes the amounts reported in box 1 if it is a distribution made to you from a nonqualified deferred compensation or nongovernmental section 403(b) plan. See “Cost of employer-sponsored health coverage (amount is provided by the employer)” in the Form 1040 instructions for how to deduct. See Pub. 525, Taxable and Nontaxable Income, for reporting requirements.

Note. If a year follows code D through H, Y, AA, BB, or EE, you made a make-up pension contribution for a prior year(s) when you were in military service. To figure whether you made excess deferrals, consider these amounts for the year shown, not the current year. If no year is shown, the contributions are for the current year.

A – Uncollected social security or RRTA tax on tips. Include this tax on Form 1040. See “Other Taxes” in the Form 1040 instructions.

B – Uncollected Medicare tax on tips. Include this tax on Form 1040. See “Other Taxes” in the Form 1040 instructions.

C – Taxable cost of group-term life insurance over $50,000 (included in boxes 1, 3, 5, or 6, up to social security wage base), and 5

D – Elective deferrals to a section 401(k) cash or deferred arrangement. Also includes deferrals under a SIMPLE retirement account that is part of a section 401(k) arrangement.

E – Elective deferrals under a section 403(b) salary reduction agreement

F – Elective deferrals under a section 408(k)(6) salary reduction SEP

G – Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan

H – Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan. See “Adjusted Gross Income” in the Form 1040 instructions for how to deduct.

J – Nontaxable sick pay (information only, not included in boxes 1, 3, or 5)

K – 20% excise tax on excess golden parachute payments. See “Other Taxes” in the Form 1040 instructions.

L – Substantialized employee business expense reimbursements (nontaxable)

M – Uncollected social security or RRTA tax on taxable cost of group-term life insurance over $50,000 (former employees only). See “Other Taxes” in the Form 1040 instructions.

N – Uncollected Medicare tax on taxable cost of group-term life insurance over $50,000 (former employees only). See “Other Taxes” in the Form 1040 instructions.

P – Excludable moving expense reimbursements paid directly to employee (not included in boxes 1, 3, or 5)

Q – Nontaxable combat pay. See the instructions for Form 1040 or Form 1040A for details on reporting this amount.

R – Employer contributions to your Archer MSA. Report on Form 8853, Archer MSAs and Long-Term Care Insurance Contracts.

S – Employer salary reduction contributions under a section 408(p) SIMPLE plan (not included in box 1)

T – Adoption benefits (not included in box 1). Complete Form 8839, Qualified Adoption Expenses, to compute any taxable and nontaxable amounts.

V – Income from exercise of nonstatutory stock option(s) (included in boxes 1, 3, up to social security wage base), and 5. See Pub. 525, Taxable and Nontaxable Income, for reporting requirements.

W – Employer contributions (including amounts the employee elected to contribute using a section 125 cafeteria plan) to your Health Savings Account. Report on Form 8889, Health Savings Accounts (HSAs).

Y – Deferrals under a section 401A nonqualified deferred compensation plan.

Z – Income under a nonqualified deferred compensation plan that fails to satisfy section 409A. This amount is also included in box 1. It is subject to an additional 20% tax plus interest. See “Other Taxes” in the Form 1040 instructions.

AA – Designated Roth contributions under a section 401(k) plan.

BB – Designated Roth contributions under a section 403(b) plan.

DD – Cost of employer-sponsored health coverage. The amount reported with Code DD is not taxable.

EE – Designated Roth contributions under a governmental section 457(b) plan. This amount does not apply to contributions under a tax-exempt organization section 457(b) plan.

FF – Permitted benefits under a qualified small employer health reimbursement arrangement.

Box 13. If the “Retirement Plan” box is checked, special limits may apply to the amount of traditional IRA contributions that you may deduct. See Pub. 590-A, Contributions to Individual Retirement Arrangements (IRAs).

Box 14. Employers may use this box to report information such as state disability insurance taxes withheld, union dues, uniform payments, health insurance premiums deducted, nontaxable income, educational assistance payments, or a member of the clergy’s parsonage allowance and utilities. Railroad employers use this box to report RRTA compensation, Tier 1 tax, Tier 2 tax, Medicare tax and additional Medicare tax. Include tips reported by the employer to the railroad retirement (RRTA) compensation.

Note: Keep Copy C of Form W-2 for at least 3 years after the due date for filing your income tax return. However, to help protect your social security benefits, keep Copy C until you begin receiving social security benefits, just in case there is a question about your work record and/or earnings in a particular year.