



Frequently Asked Questions Regarding Your Form W-2

Why doesn't my W-2 match my Leave & Earnings Statement?

First, ensure that you are looking at the last Pay Statement for the year. Not all amounts on the W-2 are reflected on your Pay Statement. For example, Boxes 3 & 5, Social Security Wages & Medicare Wages and tips, respectively, are not reported on your Pay Statement. Please note, this is just one example and there may be exceptions and many additions, including adjustments to wages due to worker's compensation or disability.

Why did I receive a W-2 for last year when I did not work for the County? Why didn't I receive a W-2 when I worked for the County last year?

W-2 data is based on paycheck issue date. If you received a paycheck from the County in 2015, then you will receive a W-2. However, if your last day of work was after December 11, 2015, your check date for those earnings would be January 6, or January 20, 2016 and will be reported on your 2016 Form W-2.

Why did I receive more than one W-2 for last year?

Box 12 of your W-2 is limited to four line items; therefore, if reporting of more than four items is required, an additional W-2 will be issued to report the additional items. Another cause of your receiving more than one W-2 is that you worked for the County and a Self-Governed County Agency or you worked for two Self-Governed County Agencies during the year. The following are Self-Governed Agencies that could affect the number of W-2s you receive: Barstow Cemetery, CERTNA, Hesperia Rec and Park, Inland Library, LAFCO, SANBAG, SBCERA and Twenty-nine Palms Cemetery.

Why is the Employer Name and Federal/State Tax Identification Numbers different from prior years?

The above named Self-Governed County Agencies discontinued using the County's Tax Identification Numbers and started reporting under their own Federal and State Tax Identification Numbers in 2014.

I have not received my Form W-2, what should I do?

If you should have received a W-2 but have not received one by the middle of February, please review your mailing address on file with the County. If the address on file is correct as of January 4, 2016, please contact Central Payroll to request a duplicate W-2. If your address was incorrect please enter the correct address and contact Central Payroll to have your W-2 mailed to your correct address. You can also find a PDF copy of your W-2 in EMACS Self-Service.

My Box 1, Wages, tips and other compensation, is less than my gross pay for last year. Is my W-2 understated or incorrect?

No. Box 1 is your gross wages minus any before tax deductions. These before tax deductions lower your wages subject to tax withholding. For example, if your gross pay for one paycheck is \$2,500 and you have before tax deductions of \$200 your Wages, tips and other compensation would be \$2,300.

Why don't the totals for Box 1 Wages, tips and other compensation and Box 16 State Wages, tips, etc. match on my W-2?

If, in the last year, you worked as a poll worker or received a commuter services award your Box 1 and Box 16 totals will not match. These are examples and not a comprehensive list of income amounts that apply to the Box 1 total and not to the Box 16 total.

My tax preparer says that my Medicare taxes were over-withheld for the year. Why would that be the case?

Please ensure that the wage base you are using for the calculation of Medicare taxes is correct. Box 5 of your W-2 reports Medicare wages and tips. It may be different from Box 1, Wages, tips and other compensation, due to before-tax deductions.

What is Box 12DD?

Box 12DD is purely informational and provides the cost of employer-sponsored health coverage and includes both the employer and employee premiums paid. It does not include dental or vision premiums. The amount listed is provided so employees have useful information on the cost of their health care coverage.

My tax preparer says there is an error with my income tax withholding; it should not be zero; is that correct?

Your Federal & State Income Tax Withholding in boxes 2 and 17 respectively, are based on the elections you made by completing a Form W-4, DE-4 or changing your withholdings on EMACS Self-Service. If you claimed a high number of withholdings during the year, your tax withheld may be a small amount or zero based on your wages. If you claimed exempt during the year, your income tax withholding could be zero.

When I click on "Year End Form" to view and print my W-2 nothing happens.

Why?

The W-2 is set to open in a "new" window. It will not open if your pop-up blocker is turned on. Ensure that your pop-up blocker is "OFF" and try again. Remember that this is a form that opens in Adobe Acrobat. If you do not have Adobe Acrobat Reader software, it can be obtained here: <http://get.adobe.com/reader>

Can I save the PDF copy of my W-2 for my records?

Yes. Click on the "Year End Form" that you want to save. It will open in a new window as an Adobe Acrobat Reader (pdf) document. Click on "File" then "Save As" and save it to the location desired.

Why is there no document when I try to access my Form W-2 from Self-Service?

1. If you were hired after December 11, 2015, you will not get a 2015 W-2 since the pay periods in December that end after the 11th pay on January 6 and January 20, 2016.
2. If you did not get paid for any time during the calendar year, you will not have a W-2. This could be due to a leave of absence or some other absence from work.

If you need further assistance with your W-2 please contact Central Payroll at (909) 382-3154

Disclaimer

This FAQ Sheet was drafted by County staff in order to help employees understand their Form W-2. Every effort has been made to ensure the accuracy of the information offered. However, you should not rely solely on the information contained herein. In the event of any discrepancy between the information contained in this FAQ and the Government and/or Tax Code provisions, the Code provisions will govern. Employees should consult their tax advisor for further information.