

## Attention:

This form is provided for informational purposes only. Copy A appears in red, similar to the official IRS form. Do **not** file copy A downloaded from this website with the SSA. The official printed version of this IRS form is scannable, but the online version of it, printed from this website, is not. A penalty may be imposed for filing forms that can't be scanned. See the penalties section in the current General Instructions for Forms W-2 and W-3 for more information.

To order official IRS forms, call 1-800-TAX-FORM (1-800-829-3676) or [Order Information Returns and Employer Returns Online](#), and we'll mail you the scannable forms and other products.

You may file Forms W-2 and W-3 electronically on the SSA's website at [Employer Reporting Instructions & Information](#). You can create fill-in versions of Forms W-2 and W-3 for filing with SSA. You may also print out copies for filing with state or local governments, distribution to your employees, and for your records.

See IRS Publications 1141, 1167, 1179 and other IRS resources for information about printing these tax forms.



22222	Void <input type="checkbox"/>	a Employee's social security number	OMB No. 1545-0008	
b Employer identification number (EIN)		1 Wages, tips, other compensation	2 VI income tax withheld	
c Employer's name, address, and ZIP code		3 Social security wages	4 Social security tax withheld	
		5 Medicare wages and tips	6 Medicare tax withheld	
		7 Social security tips	8	
d Control number		9	10	
e Employee's first name and initial	Last name	Suff.	11 Nonqualified plans	12a C o o d e
			13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	12b C o o d e
			14 Other	12c C o o d e
			f Employee's address and ZIP code	12d C o o d e

		<b>a</b> Employee's social security number	OMB No. 1545-0008	
<b>b</b> Employer identification number (EIN)		<b>1</b> Wages, tips, other compensation	<b>2</b> VI income tax withheld	
<b>c</b> Employer's name, address, and ZIP code		<b>3</b> Social security wages	<b>4</b> Social security tax withheld	
		<b>5</b> Medicare wages and tips	<b>6</b> Medicare tax withheld	
		<b>7</b> Social security tips	<b>8</b>	
<b>d</b> Control number		<b>9</b>	<b>10</b>	
<b>e</b> Employee's first name and initial	Last name	Suff.	<b>11</b> Nonqualified plans	<b>12a</b> See instructions for box 12
			<b>13</b> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	<b>12b</b>
			<b>14</b> Other	<b>12c</b>
<b>f</b> Employee's address and ZIP code			<b>12d</b>	

## Notice to Employee

**Refund.** Even if you do not have to file a tax return, you should file to get a refund if box 2 shows VI income tax withheld or if you can take the earned income credit.

**Copies B and C; corrections.** File Copy B of this form with your 2011 U.S. Virgin Islands income tax return. Keep Copy C for your records. If your name, social security number (SSN), or address is incorrect, correct Copies B and C and ask your employer to correct your employment record. Be sure to ask your employer to file Form W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, amount, or SSN error reported to the SSA.

**Estimated tax.** If you expect to owe \$1,000 or more in tax for 2012 (including self-employment tax), you may have to make estimated tax payments to the U.S. Internal Revenue Service. Use Form 1040-ES, Estimated Tax for Individuals.

**Clergy and religious workers.** If you are not subject to social security and Medicare taxes, see Pub. 517, Social Security and Other Information for Members of the Clergy and Religious Workers.

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

**Credit for excess social security tax.** If one employer paid you wages during 2011 and more than \$4,485.60 in social security tax was withheld, you can claim a refund of the excess by filing Form 1040 with the V.I. Bureau of Internal Revenue, 9601 Estate Thomas, Charlotte Amalie, St. Thomas, VI 00802.

If you had more than one employer in 2011 and more than \$4,485.60 in social security tax was withheld, you can have the excess refunded by filing Form 843, Claim for Refund and Request for Abatement, with the Department of the Treasury, Internal Revenue Service Center, Austin, TX 73301-0215, USA. However, if you are required to file Form 1040 with the United States, you must claim the excess tax as a credit on Form 1040.

**Unreported tip income.** Use Form 4137 to figure the social security and Medicare tax owed on tips you did not report to your employer. Enter this amount on the wages line of your tax return. (Form 1040-SS filers, see the instructions for Form 1040-SS, Part I, line 5.) By filing this form, your social security will be credited to your social security record (used to figure your benefits).

**Note.** Keep Copy C of Form W-2VI 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. Review the information shown on your annual (for workers over 25) Social Security Statement.

(Also see the *Instructions for Employee* on this page and the back of Copy C.)

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## Instructions for Employee

(Also see Notice to Employee on this page.)

**Box 11.** This amount is (a) reported in box 1 if it is a distribution made to you from a nonqualified deferred compensation or nongovernmental section 457(b) plan, or (b) included in box 3 and/or 5 if it is a prior year deferral under a nonqualified or any section 457(b) plan that became taxable for social security and Medicare taxes this year because there is no longer a substantial risk of forfeiture of your right to the deferred amount.

**Box 12.** The following list explains the codes shown in box 12. You may need this information to complete your tax return. Elective deferrals (codes D, E, F, and S) and designated Roth contributions (codes AA, BB, and EE) under all plans are generally limited to a total of \$16,500 (\$11,500 if you have only SIMPLE plans; \$19,500 for section 403(b) plans if you qualify for the 15-year rule explained in Pub. 571). Deferrals under code G are limited to \$16,500. Deferrals under code H are limited to \$7,000.

(continued on back of Copy C)

		<b>a</b> Employee's social security number	OMB No. 1545-0008	
<b>b</b> Employer identification number (EIN)		<b>1</b> Wages, tips, other compensation	<b>2</b> VI income tax withheld	
<b>c</b> Employer's name, address, and ZIP code		<b>3</b> Social security wages	<b>4</b> Social security tax withheld	
		<b>5</b> Medicare wages and tips	<b>6</b> Medicare tax withheld	
		<b>7</b> Social security tips	<b>8</b>	
<b>d</b> Control number		<b>9</b>	<b>10</b>	
<b>e</b> Employee's first name and initial	Last name	Suff.	<b>11</b> Nonqualified plans	<b>12a</b> See instructions for box 12
			<b>13</b> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	<b>12b</b>
			<b>14</b> Other	<b>12c</b>
<b>f</b> Employee's address and ZIP code			<b>12d</b>	

Form **W-2VI** **U.S. Virgin Islands**  
**Wage and Tax Statement**  
 Copy C—For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)

**2011**

Department of the Treasury—Internal Revenue Service  
 This information is being furnished to the VI Bureau of Internal Revenue.

## Instructions for Employee (continued from back of Copy B)

### Box 12 (continued)

However, if you were at least age 50 in 2011, your employer may have allowed an additional deferral of up to \$5,500 (\$2,500 for section 401(k)(11) and 408(p) SIMPLE plans). This additional deferral amount is not subject to the overall limit on elective deferrals. For code G, the limit on elective deferrals may be higher for the last 3 years before you reach retirement age. Contact your plan administrator for more information. Amounts in excess of the overall elective deferral limit must be included in income. See the "Wages, salaries, tips, etc." line instructions for your tax return.

**Note.** If a year follows code D through H, S, 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 tax on tips. Report on U.S. Form 1040, or on Form 1040-SS if not required to file Form 1040.

**B**—Uncollected Medicare tax on tips. Report on U.S. Form 1040, or on Form 1040-SS if not required to file Form 1040.

**C**—Taxable cost of group-term life insurance over \$50,000 (included in boxes 1, 3 (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. (You may be able to deduct.)

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

**M**—Uncollected social security tax on taxable cost of group-term life insurance over \$50,000 (former employees only). Report on U.S. Form 1040, or on Form 1040-SS if not required to file Form 1040.

**N**—Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (former employees only). Report on U.S. Form 1040, or on Form 1040-SS if not required to file Form 1040.

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

**Q**—Nontaxable combat pay. See your tax return instructions 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**—Employee 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 figure 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 and instructions for Schedule D (Form 1040) for reporting requirements.

**W**—Employer contributions (including amounts the employee elected to contribute using a section 125 (cafeteria) plan) to your health savings account (HSA). Report on Form 8889, Health Savings Accounts (HSAs).

**Y**—Deferrals under a section 409A nonqualified deferred compensation plan.

**Z**—Income under section 409A on a nonqualified deferred compensation plan. This amount is also included in box 1. It is subject to an additional 20% tax plus interest. See "Total Tax" in the instructions for your tax return.

**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.

**Box 13.** If the "Retirement plan" box is checked, special limits may apply to the amount of traditional IRA contributions that you may deduct.

Void <input type="checkbox"/>		a Employee's social security number	OMB No. 1545-0008	
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c Employer's name, address, and ZIP code		3 Social security wages	4 Social security tax withheld	
		5 Medicare wages and tips	6 Medicare tax withheld	
		7 Social security tips	8	
d Control number		9	10	
e Employee's first name and initial      Last name      Suff.		11 Nonqualified plans	12a See instructions for box 12 C o o d e	
		13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	12b C o o d e	
		14 Other	12c C o o d e	
f Employee's address and ZIP code			12d C o o d e	



## Employers, Please Note—

For specific information needed to complete Form W-2VI, see the 2011 Instructions for Forms W-2AS, W-2GU, W-2VI, and W-3SS. You can order these instructions and additional forms by calling toll free 1-800-TAX-FORM (1-800-829-3676). You can also get forms and instructions at [IRS.gov](http://IRS.gov).

**Caution.** *You cannot file Copy A downloaded from the IRS website with the SSA because the online version printed from this website is not scannable. You must use the official printed version of this form or use the SSA's online application to create a fill-in version of the form.*

**Need help?** If you have questions about reporting on Form W-2VI, call the information reporting customer service site toll free at 1-866-455-7438 or 304-263-8700 (not toll free). For TTY/TDD equipment, call 304-579-4827 (not toll free). The hours of operation are 8:30 a.m. to 4:30 p.m., Eastern time.

**Who must file.** File Form W-2VI for each employee to whom any of the following items applied during 2011.

- You withheld VI income tax or social security and Medicare taxes.
- You would have withheld VI income tax if the employee had not claimed more than one withholding allowance.

- You paid any amount for services if you are in a trade or business. Include the cash value of any payment you made that was not in cash.

**Distribution of copies.** By January 31, 2012, furnish Copies B and C to each person who was your employee during 2011. For anyone who stopped working for you before the end of 2011, you can furnish Copies B and C any time after employment ends but no later than January 31, 2012. If the employee asks for Form W-2VI, furnish the completed copies within 30 days of the request or within 30 days of the final wage payment, whichever is later.

**Note.** If you terminate your business, see the rules on furnishing and filing Forms W-2VI and W-3SS under *Terminating a business* in the separate instructions.

**When to file.** By February 29, 2012, send Copy A of Forms W-2VI and W-3SS to the SSA. However, if you file electronically, the due date is April 2, 2012. See the separate instructions.

**Reporting electronically.** If you file 250 or more Forms W-2VI, you must file electronically. E-filing can save you time and effort, even if you are not required to do so. Employers may now use the SSA's W-2 Online service to create, save, print, and submit up to 20 Forms W-2VI at a time over the Internet. For information, visit SSA's Employer W-2 Filing Instructions & Information website at [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer) or contact your Employer Services Liaison Officer (ESLO) at 1-212-264-1117 (not toll free).