

A “Box-by-Box” Guide To Your 2011 Form W-2

Below you will find a box-by-box guide to use in understanding your Form W-2. Please share this information with your staff. Post in convenient locations within your school or department for all employees.

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| Box A | Control number – Compensation Services use only |
| Box B | The employer identification number assigned to WCPSS by the IRS |
| Box C | WCPSS’ name, address, and ZIP code |
| Box D | Your Social Security Number - <i>Please verify!</i> |
| Box E | Your name, which should match your name as it appears on your Social Security card - <i>Please verify!</i> |
| Box F | Your address and ZIP code - <i>Please verify!</i> |
| Box 1 | Wages, tips, and other compensation. This will be gross pay showing YTD (year-to-date) on your paycheck, minus amounts in box 12 and box 14, plus any amount over \$5,000 in box 10. |
| Box 2 | Federal income tax withheld (FIT Withheld showing YTD on your paycheck) |
| Box 3 | Social Security wages. This will be gross pay showing YTD on your paycheck minus Sec125 in box 14. |
| Box 4 | Social Security tax withheld (SS Withheld showing YTD on your paycheck) |
| Box 5 | Medicare wages. This will be your gross pay showing YTD on your paycheck minus Sec125 in box 14 |
| Box 6 | Medicare tax withheld (Medicare Withheld showing YTD on your paycheck) |
| Box 10 | Dependent care benefits (Col Dep Care Pre showing YTD on your paycheck). Amounts over \$5,000 are added to boxes 1, 3, and 5. |
| Box 12a-d | Amounts deducted for annuity and/or Pretax 401k showing YTD on your paycheck |
| Box 13 | Retirement plan box if retirement was deducted from your paycheck |
| Box 14A | Sec125 deductions (Amflex Debit Card, Col Cancer Pre, Col MedReimb PRE, Superior Vis PRE, SC Basic Med PRE, SC Med PRE, B Med Escrow, and Med Escrow showing YTD on your paycheck) |
| Box 14B | Retirement deduction (pre-tax) (Retirement showing YTD on your paycheck) |
| Box 15 | State (NC) The employer identification number assigned to WCPSS by the North Carolina Department of Revenue |
| Box 16 | State wages. This will be your gross pay showing YTD on your paycheck minus amounts in box 12 and box 14. |
| Box 17 | State income tax withheld (SIT Withheld (NC) showing on your paycheck) |

If you have any other questions concerning your W-2, please e-mail payroll@wcpss.net with the following information:

- Your name
- Employee #
- School/department name
- Work telephone number
- Home telephone number

Please allow 7 to 10 business days for your request to be processed.