Administrative Information

OSU and branch campus W-2 Wage and Tax Statements will be distributed during the month of January. By law, the W-2 forms must be mailed by January 31 of the year following the tax year. W-2 recipients that have an active payroll assignment for January 31, at the time that the W-2 batch programs are run, will receive their W-2s via campus mail in their home departments. W-2 recipients that do not have an active payroll assignment for January 31, at the time that the W-2 batch programs are run, will receive their W-2 forms at their home addresses as they appear in the Human Resource System (HRS). Please ensure that all current HRS home addresses are correct. Employees may update their addresses in HRS through Web for Employees at http://webemp.okstate.edu/ or by completing a new Personal Information Form (PIF) online at http://www.okstate.edu/osu_per/hr/newHire/PIF.pdf or by contacting Payroll Services at 405.744.6372.

Departments may use HRS Screen 012 to determine the distribution of a W-2 form by reviewing the W2/1099 flag in the Flag Status area. If the flag is a C, the W-2 form was mailed to the recipient’s campus address. If the flag is a W, the W-2 form was mailed to the recipient’s home address as indicated in HRS. The W2/1099 flags are not updated until the W-2 batch programs are run in mid-January just prior to the printing of the W-2 forms.

Reprints of W-2 forms will begin on the first Friday in February. W-2 recipients may request reprints at that time by contacting Payroll Services at 405.744.6372. Recipients will be asked to provide an updated address which will then be entered into HRS. If the original W-2 form has been returned to Payroll Services, it will be mailed to the recipient using an updated address label. If the W-2 form has not been returned, a new form will be printed using the updated address. All employees can print/reprint their W-2 anytime after the W-2 has been uploaded to Web for Employees. Employees can login to Web for Employees at http://webemp.okstate.edu/. Departments are asked to complete an EA separation form for all employees who separate from OSU. This measure will ensure that the W-2 form is sent to the home address instead of the campus address when an employee leaves OSU. If a department receives a W-2 form for a former OSU employee, please forward the form to the employee at their HRS address or return it to Payroll Services, 409 Whitehurst, as soon as possible.

W-2 Explanation

A sample W-2 form is included as the last page of this document. Explanations of the amounts shown in each box of the W-2 form are provided below. Please share this information with employees so they may also understand the W-2 reporting process.

Box 1 Wages, tips, and other compensation – The amount of income reported to the Internal Revenue Service (IRS) for federal income tax purposes. This amount may not match an employee’s gross pay because it includes:

- Taxable fringe benefits like complimentary tickets, personal use of a vehicle, unqualified moving expenses, gifts, etc.
- The taxable value of group-term life insurance (shown in Box 12, code C below).
- Tip income
- Salary deferrals paid back to faculty in May, June, July, and August

This amount excludes:

- Employee paid premiums for pre-tax benefits (health, dental, vision, medical reimbursement, dependent care, health savings account)
- Employee contributions to 401(k), 403(b), 457(b), and other retirement plans (OTRS, OLERS)
- Salary deferred by faculty during the calendar year

**Box 2 Federal income tax withheld** – The amount of federal income tax withheld from an employee’s pay during the calendar year.

**Box 3 Social security wages** – The amount of income taxable for social security purposes. This amount may not match an employee’s gross pay because it includes:
- Taxable fringe benefits like complimentary tickets, personal use of a vehicle, unqualified moving expenses, gifts, etc.
- The taxable value of group-term life insurance (shown in Box 12. Code C below).
- Salary deferrals paid back to faculty in May, June, July, and August

This amount excludes:
- Employee paid premiums for pre-tax benefits (health, dental, vision, and flex)
- Tip income (reported separately in Box 7)
- Salary deferred by faculty during the calendar year

Social security wages are not reduced for contributions to 401(k), 403(b), 457(b) and/or other retirement plans. FICA exempt student employees will not have social security wages or may have only a small amount depending on when they worked and the number of hours enrolled in classes while working. For calendar year 2010, social security wages should not exceed $106,800.

**Box 4 Social security tax withheld** – The amount of social security tax withheld from an employee’s pay during the calendar year (6.2% of social security wages and social security tips).

**Box 5 Medicare wages and tips** – The amount of income taxable for Medicare purposes. For most employees, the Medicare wages and tips will be the same as the social security wages. However, differences will occur in employees that exceed the $106,800 social security wage limit and for employees with tip income reported in Box 7.

**Box 6 Medicare tax withheld** – The amount of Medicare tax withheld from an employee’s pay during the calendar year (1.45% of Medicare wages, box 5).

**Box 7 Social security tips** – The amount of tips reported and paid to an employee during the calendar year. This amount includes only tips that were earned while an employee was working in a student or temporary position and enrolled less than half-time.

**Box 8 – Allocated tips** – Not used by OSU at this time.

**Box 9 – Advance EIC payment** – The amount of Earned Income Credit used to offset the federal income tax withheld for an employee (2010 is the last year for Advanced EIC).

**Box 10 Dependent Care Benefits** – The amount of pre-tax deductions made for dependent care to a flexible spending account. Pre-tax deductions made for unreimbursed medical expenses are not reportable. For calendar year 2010, dependent care benefits should not exceed $5,000.

**Box 11 Nonqualified Plans** – Not used by OSU at this time.

**Box 12a, 12b, 12c, and 12d** – These boxes are used to report various items to the IRS. The items are identified separately by amount and corresponding code as described on the back of the W-2 form under Instructions for Employee. The most common codes for OSU are:
• C – Taxable cost of group-term life insurance over $50,000. There will be an amount with a C code for any employee that received in excess of $50,000 in life insurance coverage as a benefit from OSU. (This amount has been included in Box 1, 3, 5, and 16).

• D – Elective deferrals under section 401(k) cash or deferred arrangement plan. There will be an amount with a D code for any federal employee who contributed to a TSP plan. (This amount has been excluded from Box 1 and 16).

• E – Elective deferrals under a section 403(b) salary reduction agreement. There will be an amount with an E code for any employee that contributed to a 403(b) plan. (This amount has been excluded from Box 1 and 16).

• G – Elective deferrals under a section 457(b) deferred compensation plan. There will be an amount with a G code for any employee that contributed to a 457(b) plan. (This amount has been excluded from Box 1 and 16).

• P – Excludable moving expense reimbursement paid directly to an employee. There will be an amount with a P code for any employee that received a reimbursement from OSU for qualified (deductible) moving expenses; however, this amount will not be added to income. Only unqualified (taxable) moving expenses will be added to income and will be included in Box 1, 3, 5, and 16.

• W – Employer contributions to your Health Savings Account. Report on Form 8889, Health Savings Account (HSAs).

**Box 13 Retirement plan** – This box will be checked if the employee was an “active participant” (for any part of the calendar year) in a 403(b) plan, or was covered by a defined benefit plan (OTRS or OLERS) or a defined contribution plan (ARP or TSP) that received employer or employee contributions.

**Box 14 Other** – This optional box is used by OSU to identify other taxable fringe benefits like complimentary tickets, personal use of a vehicle, unqualified moving expenses, gifts, etc. (These amounts have been included in Box 1, 3, 5, and 16).

**Box 15-State** – At this time, OSU reports wages only to the State of Oklahoma due to reporting restrictions at the Office of State Finance. Employees in states outside of Oklahoma are encouraged to report and pay estimated taxes to the appropriate state.

**Box 16 State wages, tips, etc.** – The amount of income reported to the State of Oklahoma for state income tax purposes. This amount may not match an employee’s gross pay because it includes:

- Taxable fringe benefits like complimentary tickets, personal use of a vehicle, unqualified moving expenses, gifts, etc.
- The taxable value of group-term life insurance (shown in Box 12 below).
- Tip income
- Salary deferrals paid back to faculty in May, June, July, and August

This amount excludes:

- Employee paid premiums for pre-tax benefits (health, dental, vision, and flex)
- Employee contributions to 401(k), 403(b), 457(b), and other retirement plans
- Salary deferred by faculty during the calendar year

For Oklahoma employees, this amount will match the federal wages, tips, and other compensation reported in Box 1.
Box 17 State income tax – The amount of state income tax withheld from an employee’s pay during the calendar year.