

2011 W-2 GUIDE

This guide provides some explanations about the information on your W-2. It covers the five main W-2 boxes – boxes 1, 3, 10, 12 and 14. A General Q&A section can be found at the bottom of this document.

Box #1 Wages, Tips, Other Compensation (YTD Federal Taxable Gross Income)	
<p>This is the year-to-date (YTD) Federal Taxable Gross Income.</p>	<p>Q: What if the total YTD Earnings amount on my last paycheck does not match the amount in Box #1? A: This may be the case because your before-tax deductions are not included in your taxable wages. Conversely, your YTD Earnings amount does not include the taxable portion of your Group Term Life Insurance benefit.</p> <p>Q: Why is my annual salary different than my YTD earnings? A: There are a few reasons why these amounts may be different. For example, your pay rate may have changed during the year or you may have received overtime or other compensation.</p>
Box #3 Social Security Wages	
<p>The Social Security wage base for 2011 is \$106,800. The amount in this box will never be more than \$106,800.</p>	<p>Q: What if I paid excess social security tax because I worked for more than one employer in 2011? A: You can request a refund for the excess when filing your Federal tax return.</p>
Box #10 Dependent Care Benefits	
<p>This is the Family Care Reimbursement Account Contributions deducted from your paycheck.</p>	<p>Q: Can I deduct this amount on my tax return? A: This amount has already been deducted on a before-tax basis. Consult your tax advisor for more details.</p>
Box #12 See Instructions for Box 12 (IRS Codes)	
<p>IRS codes that may be applicable for UMDNJ employees:</p> <p style="padding-left: 20px;">C - Imputed Income for basic & supplemental life insurance (included in box 1, 3 (up to social security wage base), 5 and 16.</p> <hr style="width: 40%; margin-left: 0;"/> <p style="padding-left: 20px;">E - Elective deferrals under section 403(b) salary reduction agreement.</p> <p style="padding-left: 20px;">G - Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan.</p>	<p>Q: What is Imputed Income for life insurance? A: Imputed income is the method of taxing you on the portion of your life insurance premium that is for coverage in excess of \$50,000.</p> <hr style="width: 40%; margin-left: 0;"/> <p>Q: Can I deduct these amounts on my tax return? A: Any amounts that have been deducted on a before-tax basis generally may not be deducted again. Consult your tax advisor for more details.</p>

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Box #14 Other (Employer Information)	
May contain the following UMDNJ-specific codes: 414H – Contributions (mandatory) to retirement plan	<p>Q: What is the 414H plan amount reported? A: This represents the mandatory retirement plan contributions amount deducted from your salary on a before-tax basis.</p> <p>Q: Can I deduct this amount on my tax return? A: Any amounts that have been deducted on a before-tax basis generally may not be deducted again. Consult your tax advisor for more details.</p>
SUI NJ - NJ Unemployment Insurance Withholding Maximum withholding for 2011 is \$125.80	<p>Q: What if I paid excess SUI/TDI because I worked for more than one employer in 2011? A: You can request a refund for the excess when filing your NJ State Income tax return.</p>
TDI NJ - NJ Disability Insurance Withholding Maximum withholding for 2011 is \$148.00	
Box #19 Local Income Tax	
NJFLI - NJ Family Leave Insurance Withholding Maximum withholding for 2011 is \$17.76. This is actually a State of NJ tax that is acceptably reported in this box due to lack of space in box 14.	<p>Q: What if I paid excess NJFLI because I worked for more than one employer in 2011? A: You can request a refund for the excess when filing your NJ State Income tax return</p>

GENERAL Q&A

1. Q: What do I need to do if my name and/or social security number are listed incorrectly on my W-2?

A: You must first contact the Human Resources Department or go to the employee self-service link <https://my.umdj.edu/cp/home/displaylogin> to correct your name and/or social security number in the UMDNJ Banner system. Secondly, contact Junn De Guzman in the Payroll Department at (732) 235-9202 or email at deguzmjt@umdj.edu so that we can issue you a W-2C (corrected W-2).

Note: UMDNJ is required by law to submit a W-2C to federal and state government agencies (SSA/IRS/NJ or PA). Do not discard your original W-2. You will need to file it with your tax return.

2. Q: What should I do if I've lost my W-2?

A: If you've lost your W-2, you will need to complete a "Request for IRS W-2 Form" which can be found at the Payroll website link: <http://www.umdj.edu/cntrlweb/Forms/index.htm>.

3. Q: What should I do if I believe the earnings or taxes listed on my W-2 are incorrect?

A: Contact Junn De Guzman at (732) 235-9202 or e-mail at deguzmjt@umdj.edu. Please be prepared to discuss which box you believe is incorrect and why.

Questions? Contact the Payroll Help Desk

If you have any questions, let us know how we can help
Contact the Payroll Help Desk at (732) 235-9207
or payroll_help@umdj.edu
"Serving UMDNJ"