



My W-2's Messed Up!

Nearly as certain as “death and taxes” is the mid-to-late January declaration, “My W-2 is messed up!!” The payroll/HR manager then reviews the employee’s W-2 to determine if the employee does not know how to read his/her W-2 form, or instead the W-2 is actually incorrect and needs revised. The payroll/HR manager ponders “if this W-2 is wrong, I wonder how many others are!”

Accurate W-2 reporting becomes more complex every year – new boxes are added and new “codes” for the boxes are mandated. More complex W-2 reporting makes “reading” the W-2 more difficult for employees.

AccuPay’s website contains information and worksheets which will help you reduce or eliminate employees’ reports of, “My W-2’s messed up!” **The following links at our website will help you.**

Preparing Accurate W-2’s

Go to our website at www.accupay.com and link on “Forms and Downloads”. Scroll towards the bottom of this page to “AccuPay Forms.” Link on and read the following information:

[W-2 Information – Forms A, B, & C](#) (contains our customized “Information Required for Year 2011 W-2’s”)

[2011 Use of Auto Forms](#) (contains worksheets to calculate personal use of a company vehicle)

Careful consideration and computation of these worksheets and information requests will help you prepare accurate 2011 W-2 forms.

Helping Employees Read Their W-2’s

The “AccuPay Forms” page also contains an article we authored titled, “[How to Read Your W-2](#)”. We recommend that you consider downloading this article and providing a copy of it to every employee. This “guide” will help your employees read and understand their 2011 W-2 forms.

What About Box 14?

Box 14 of the annual W-2 form provides an employer the opportunity to report various non-required tax information to employees. Examples of items commonly reported in Box 14 are union dues, pastors’ housing allowances, after-tax employee costs for health insurance and HSA account funding, business tool payroll deductions, and “the like”. Information reported in “box 14” generally helps employees attain information which they may use in preparation of their personal income tax returns.

Do not hesitate to call one of AccuPay's "CPP/CPA Services Teams" at 317-885-7600 if you have any questions about preparing accurate 2011 W-2 forms or educating employees on how to read them.

PayDay is an email communication of payroll news, legal updates and tax considerations intended to inform clients and colleagues of AccuPay about current payroll issues and planning techniques. You should consult with your CPA or tax advisor before implementing any ideas, comments or planning techniques.