

# W-2

## Form Instructions

2 0 1 3

Tax Reporting for Commonwealth Employees

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Comptroller of the Commonwealth



Commonwealth of Massachusetts  
Office of the Comptroller  
1 Ashburton Place 9th Floor  
Boston, MA 02108

New for tax year 2013

### The Good News!!

When you need it - Now you can print an official W-2 copy online using ePay, the HR/CMS self-service application.

This brochure provides a detailed explanation of the contents of the Form W-2 issued to you for tax year 2013 (26 pay periods). This represents taxable and non-taxable earnings you received during calendar year 2013. Due to the timing of actual cash receipts, this amount may vary from your stated annual salary. It also includes non-cash benefits (parking, housing, tangible assets, use of state provided vehicle, and certain health insurance) if applicable. You will be issued only one Form W-2 for tax year 2013, concluding with pay period ending December 14, 2013, and payment dated December 20, 2013.

Please contact your department's payroll office if:

1. **You have a Question** about your W-2.
2. **You need a Reprint** of your W-2.
3. **You need a W-2C Statement of Corrected Income and Tax Amounts.** A W-2C is needed if your name, social security number or any of the Federal reported amounts are incorrect.
4. **You need information about PayInfo or ePay.**

Form W-2 Wage and Tax Statement 20XX		7 Social security tips	1 Wages, tips, other compensation 89039.41	2 Federal income tax withheld 16802.37
c Employer's name, address, and ZIP code COMMONWEALTH OF MASSACHUSETTS ONE ASHBURTON PLACE BOSTON MA 02108		8 Allocated tips	3 Social security wages	4 Social security tax withheld
e Employee's name, address, and ZIP code JOHN TAXPAYER HOME ADDRESS, BOSTON, MA 02108		9	5 Medicare wages and tips 101285.84	6 Medicare tax withheld 1468.64
		10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12 G 3900.00
		13 <input checked="" type="checkbox"/> Station <input type="checkbox"/> Retirement <input type="checkbox"/> Third-party employee plan	14 Other Y 8346.43 Z 1438.81	12b DD 7108.62
		b Employer identification number (EIN) 04-6002284		12c
		a Employee's social security number 000-00-0000		12d
15 State MA	Employer's state ID number 046002284	16 State wages, tips, etc. 97385.84	17 State income tax 4778.30	18 Local wages, tips, etc.
		19 Local income tax		20 Locality name

### Important Reminder for State and Public Employees

On your W-2, there is an amount shown for State wages, tips, etc. Generally, the amount shown for State wages is higher than the amount shown for Federal wages because your pension contributions are excluded from your income for Federal tax purposes. When filing your Massachusetts income tax return, you must use the amount shown for State wages. If you enter the lower dollar amount, your return will be corrected and any refund you may be expecting will be delayed.

This sample W-2 shows where you will find the State wages. Use the amount in this box on your Massachusetts income tax return.

### Go Greener!!

You can use the form W-2 on ePay to file your taxes, so go to ePay today to stop printing your future paper W-2s.

Go to Mass.gov\MassHR or MassHR Employee Service Center or your local Payroll Office to learn how.



WebFile this Year!

- WebFile is convenient, secure... and free
- All calculations are done - no math mistakes
- Customizable to fit **your** needs
- Start a return, save it, and come back to it later
- Track your refunds and payments
- Once you register, WebFile saves your account data- saving time in future years

Visit [www.mass.gov/webfile](http://www.mass.gov/webfile) to learn more

The **Federal taxable income** is equal to employee's Total Gross Pay (less reimbursements) from pay stub for period ending December 14, 2013 and paid on December 20, 2013.

**Plus**

- Cash and non-cash benefits listed in Boxes 12C, 14P, 14S, 14T.

**Minus**

- Dependent Care Assistance Plan contributions and fees (Box 10).
- Tax Sheltered Annuity contributions (Box 12E).
- OBRA 90 Alternative Retirement Plan contributions and elective Deferred Compensation (Box 12G).
- Pretax Health Care Spending Account contributions and fees (Box 14O).
- Pretax Qualified Transportation (up to monthly limits).
- Pretax Retirement contributions (Box 14Y).
- Pretax Health and Pretax Basic Life Insurance premiums (Box 14Z).

Box 1

**Qualified Transportation Benefits**

**Pre-Tax** amounts have specified *monthly* limits. Employees may use QTB in combination so deductions are not displayed in Box 14.

For Transit and Vanpool costs the pre-tax limit for Federal is \$245 and State \$125. For Parking both Federal and State limits are \$245. The tax savings are reflected in Box 1, 5 and 16 based upon the amount each month an employee elects.

To see the details of these amounts, please look online at your accounts at [www.benstrat.com](http://www.benstrat.com) or review you pay advices, on-line in [PayInfo](#) or [ePay](#).

Box 2: Total amount of Federal tax withheld

Box 6: amount of Medicare tax withheld

Form **W-2 Wage and Tax Statement** 2013

c Employer's name, address, and ZIP code

e Employee's name, address, and ZIP code

7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld
8 Allocated tips	3 Social security wages	4 Social security tax withheld
9	5 Medicare wages and tips	6 Medicare tax withheld
10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
13 <input type="checkbox"/> Statutory employee <input checked="" type="checkbox"/> Retirement plan <input type="checkbox"/> Three-party sick pay	14 Other	12b
b Employer identification number (EIN)		12c
a Employee's social security number		12d
16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.
		19 Local income tax
		20 Locality name

Box 12

**12C** The cost of Group Term Life Insurance over \$50,000 – Imputed Income, included in Boxes 1, 5 and 16.  
**12DD** Informational only - Cost of employer-sponsored health coverage. The amount reported is not taxable.  
**12E** 403(b) Contributions made to a Tax Sheltered Annuity (TSA), excluded in Boxes 1 and 16.  
**12G** Elective and non-elective (OBRA 90 Alternative Retirement) 457 contributions to the Deferred Compensation "SMART" Plan excluded in Boxes 1 and 16.  
**12P** Excludable moving expense reimbursements paid directly to employee (not included in Boxes 1, 5, or 16).

Box 10: Total Dependent Care Assistance Plan (DCAP) deductions excluded from Boxes 1, 5 and 16.

Box 17: Total amount of State tax

Box 16: Total amount of state taxable wage

Box 14

Box 5

**Wages subject to Medicare tax** are equal to employee's Total Gross Pay from pay stub for period ending December 14, 2013 and paid on December 20, 2013.

**Plus**

- Cash and non-cash benefits listed in Boxes 12C, 14P, 14S, 14T.

**Minus**

- Dependent Care Assistance Plan contributions and fees (Box 10).
- Pretax Qualified Transportation
- Pretax Health and Pretax Basic Life Insurance premiums (Box 14Z).
- Pretax Health Care Spending Account (Box 14O).

Box 14 ID	W-2 Box ID Description	Instruction
<b>M</b>	MGL c. 3 s.98 Per Diem (Paid)	Added in Boxes 1, 5 and 16.
<b>O</b>	Health Care Spending Account and HCFA Fee -- Pre-Tax	Subtracted from Boxes 1, 5 and 16.
<b>P</b>	Parking and other Imputed Income	Added to Boxes 1, 5 and 16.
<b>R</b>	MGL c. 3 s. 98 Expenses (Paid)	Added in Boxes 1, 5 and 16.
<b>S</b>	Personal Use Auto – Imputed Income	Added to Boxes 1, 5 and 16.
<b>T</b>	Housing Allowance – Imputed (or Paid)	Added to Boxes 1, 5 and 16.
<b>Y</b>	Retirement -- Pre-Tax Federal	Subtracted from Box 1.
<b>Z</b>	Health and Life Insurance -- Pre-Tax	Subtracted from Boxes 1, 5 and 16.