

W-2 FAQ

- **When are W-2 s prepared and mailed?**
 - W-2's are typically prepared 7-10 business days prior to the end of January for the preceding calendar year.
 - Electronic W-2s, for active employees who have consented, are available on January 31st.
 - All printed W-2s are mailed on the last business day in January.
- **Where do I consent to retrieve my electronic W-2?**
 - Log in to the Pace Portal and navigate to **Staff > Employee Information and Pay Advice > Tax Forms > W-2/1095-C Consent**. You can provide your consent and retrieve your W-2 as soon as it is available. You can also access prior Pace issued W-2's.
- **If I consent for an electronic W-2, will I still receive one in the mail?**
 - If you provide consent after W-2s are prepared, you will receive your W-2 by mail. However...
 - You can still consent and retrieve your W-2 electronically when it is available.
- **How long is my W-2 consent valid?**
 - Once you have consented, and as long as you remain an active Pace employee, your W-2s will be available on the Pace Portal.
 - W-2 consent can be withdrawn by employees in the Pace Portal.
 - Consent is automatically removed for all former employees.
- **I logged in but I do not see my current year W-2. What does this mean?**
 - This means W-2's have not been prepared for the year. If it is after January 31st, it is likely that you do not have a W-2 for the preceding calendar year.

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- **I am a foreign national employee. Will I get a W-2?**
 - Depending on your residency status for tax purposes and potential tax treaty impacts, you may receive both a Form W-2 and a Form 1042-S for the preceding calendar year.
 - All Forms 1042-S are generated and mailed by March 15th for the preceding calendar year. Forms 1042-S are not available electronically.
- **How do I request a copy of my W-2 and 1042-S?**
 - If you have not received your mailed W-2, within a reasonable delivery time based on your location, you may request a duplicate copy by completing a **W-2 or 1042S Duplicate Request** form (<https://www.pace.edu/sites/default/files/files/finance-administration/payroll-tax-compliance/new-duplicate-W-2-form.pdf>).
 - The payroll office will begin completing requests for duplicate W-2's after February 15th.
- **What should I do if the Social Security number, name or address is wrong on my W-2 Form?**
 - The social security number and the name on the W-2 form must match. If they do then the W-2 is correct. If they do not the form is incorrect and you will need a W-2C (corrected W-2).
 - Note that longer names may be shortened to fit on the W-2, and this is acceptable.
- **If I print out my W-2 from Portal, can I really send it in with my taxes?**
 - Yes – The “Printable W-2” button on the bottom left of the W-2 viewing screen will create a version of the on-line W-2 which is 100% acceptable to the IRS and can be submitted with your taxes. You can print the form as you normally print from your web browser. There is no limit to the number of copies you can print.
- **Can I download my W-2 directly into my tax program (TurboTax etc.)?**
 - No – Due to security concerns, there is no direct interface between our payroll system and any commercial tax program.

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- **Can you fax a copy of my W-2?**
 - No. To assure confidentiality, the W-2 must be mailed or picked up in the Payroll Office with photo I.D., or it can be mailed to the address of record in response to a request for a duplicate form.
- **Can you provide figures over the telephone?**
 - No. Due to the confidential nature of the information, we cannot provide figures over the telephone.
- **Why does the amount in Box 1 not reflect my total earnings for the year?**
 - Box 1 reflects your TAXABLE earnings. That is, total earnings minus all tax-sheltered deductions. Box 3 and/ or Box 5 reflect your Social Security/Medicare eligible earnings. Some deductions from your pay influence one or all these taxable earnings. Deductions that reduce your total gross wages for tax reporting purposes are; 403 (b) voluntary contributions, dependent care deductions, flex health care deductions, and health premium deductions (this list is not all inclusive).
- **Why don't my wages in Box 1 match the Social Security wages in Box 3?**
 - Pre-tax deductions are exempt from FICA (Social Security and Medicare), however tax deferred deductions are subject to FICA tax. The amount in Box 3 includes voluntary retirement deductions. The amount in Box 1 does not include voluntary retirement deductions.
 - You were eligible for a FICA exemption due to a tax treaty.
 - You were a Full Time student during any given pay period qualifying you for a FICA exemption.

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- **I received a tuition remission benefit; is this information reported on my W-2?**
 - Graduate tuition remission is considered a fringe benefit and all taxable amounts are reported on the W-2 as taxable income in Boxes 1, 3, 5, 16 and 18.
 - The tuition remission benefit is not reported on a separate tax form.
 - Benefits received for undergraduate tuition are not considered taxable and are not reported on the W-2.
- **Is Work-Study included on the W-2?**
 - Yes, work study is reportable income.
- **Why aren't my December earnings reflected on my W-2 form?**
 - For tax reporting purposes, wages are reported when they are paid not when they are earned. Hourly employees are paid on a lag.
- **I want to adjust my withholding on my W-4 and IT-2104 what do I do?**
 - Only W-4 changes can be made using the Self-Service Portal, once you are logged in navigate to **Staff > Employee Information and Pay Advice > Tax Forms > W-4 Tax Exemptions or Allowances**.
 - IT 2104 changes can only be made by completing a new form and sending it to the Payroll Office. **Staff > Employee Information and Pay Advice > Tax Forms > IT-2104 Form**.
- **How do I know what exemptions to claim?**
 - Increasing the number of exemptions decreases the amount of withholding. Those with a Married status withhold at a lesser rate than those with a Single status. The IRS has a calculator that can help you determine the correction exemptions to place on your W-4 form <https://www.irs.gov/individuals/irs-withholding-calculator> The IRS also has posted Publication 919 on their website.
- **Where can I get tax help?**
 - Tax help can be obtained by calling the IRS at 1-800-829-1040 or consulting with your personal tax accountant/attorney. The payroll office does not provide tax advice.