



# Navigating Your Form W-2

Your form W-2 has a number of boxes that report information about your earnings and taxes to the Internal Revenue Service (IRS).

Key information for the purpose of preparing your federal tax return is located in boxes 1, 2, 17, and 19.

**Box 1 : Wages, Tips, Other Compensation**

**Box 17: State Income Tax**

**Box 2: Federal Income Tax Withheld**

**Box 19: Local Income Tax**

		Federal Box 1	Social Security Box 3 & 7	Medicare Box 5	State Box 16	Local Box 18	
The white copies of the W-2 forms are for your tax returns; the blue copy is for your records. General instructions, including an explanation of the letter codes in box 12, are on the other side of the page.		Gross	60868.90	60868.90	60868.90	60868.90	60868.90
To the right is an explanation of your W-2 wages. Please note that the Gross amount may include adjustments.		Deferred Comp.	1687.32-				
		Sect. 125 Plan	1917.08-	1917.08-	698.33-	698.33-	
		Other Pretax	2249.76-				
		Group Term Life	56.39	56.39			
		W-2 Wages	55071.13	59008.21	59008.21	60170.57	60170.57

  

REISSUED STATEMENT		2013 OMB NO. 1545-0008		1 WAGES, TIPS, OTHER COMPENSATION		2 FEDERAL INCOME TAX WITHHELD	
D. CONTROL NUMBER		25-6000879		55071.13		8162.74	
B. EMPLOYER IDENTIFICATION NUMBER		A. EMPLOYEE'S SOCIAL SECURITY NUMBER		3 SOCIAL SECURITY WAGES		4 SOCIAL SECURITY TAX WITHHELD	
C. EMPLOYER'S NAME, ADDRESS AND ZIP CODE		CITY OF PITTSBURGH CITY COUNTY BUILDING 414 GRANT STREET PITTSBURGH PA 15219		59008.21		3658.51	
E. EMPLOYEE'S FIRST NAME AND INITIAL		13 Statutory Employee <input type="checkbox"/> Retirement Plan <input checked="" type="checkbox"/> Third-Party Sick Pay <input type="checkbox"/>		59008.21		6 MEDICARE TAX WITHHELD	
F. EMPLOYEE'S ADDRESS AND ZIP CODE		16 STATE WAGES, TIPS, ETC.		7 SOCIAL SECURITY TIPS		8 MEDICARE WAGES AND TIPS	
PA 256000879		60170.57		855.62		9 ALLOCATED TIPS	
		17 STATE INCOME TAX		10 DEPENDENT CARE BENEFITS		11 NONQUALIFIED PLANS	
		1847.33				12 a-d	
		18 LOCAL WAGES, TIPS, ETC.		14 OTHER		C 56.39	
		60170.57		PA RESID NT PSD700102		DD 6462.51	
		19 LOCAL INCOME TAX		PA UI 42.60		G 1687.32	
		1805.21					
		20 LOCALITY NAME					
		TCD 70					

The most common question received each year by Payroll is , “**Box 1 of my form W-2 is not my salary**” or “**Box 1 is not how much money I earned.**” In most cases the amount in **Box 1** will not match your exact **Salary** or **Earnings**, and this is correct as it calculated based on an IRS formula.

Here is how you can calculate the amount in **Box 1** for the example above:

Gross Wages	60868.90	Gross Wages =	Your earnings before any taxes or Deductions
Minus - Deferred Comp	1687.32	Deferred Comp =	Amount you have contributed to your 457 account
Minus- Sect. 125 Plan	1917.08	Sect. 125 Plan =	Any pre-tax benefits ex. Medical, Dental, FSA
Minus- Other Pretax	2249.76	Other Pretax =	Municipal Pension Contributions
Plus+ Group Tem Life	56.39	Group Tem Life =	Taxable amount of your life insurance per the IRS
Amount in Box 1	55071.13		

**What are all those numbers and letters on my W-2?** Each box on your W-2 has a purpose, and each of the letter codes has a meaning.

**Box 14 : Other-** This contains information about your PA Resident Tax Code and PA Unemployment Insurance

**Box 12:** This box is used for multiple purposes by the IRS, each letter represents a different amount being submitted.

**Box 20:** TDC stands for Tax Collection District—This is where your City of Pittsburgh local taxes are remitted to each pay period

- C = Taxable cost of group-term life insurance over \$50,000
- DD = Cost of employer-sponsored health coverage. This is amount is not taxable
- G = Amount contributed to a 457 deferred compensation plan

**How do I increase or decrease the amount of Federal Tax withheld from my paycheck?**

The amount of federal income tax deducted each pay is calculated based on your total earnings for the pay period and your W-4 elections. As an employer the IRS prohibits us from telling employees what selections to make on their W-4. The IRS offers a free online W-4 Calculator, which questions you on your income and household. After the questions are answered a recommendation for your W-4 allowance will be provided. The IRS W-4 Calculator is available on their website:

- <http://www.irs.gov/Individuals/IRS-Withholding-Calculator>



To update your form W-4, a paper form must be completed and submitted to the City of Pittsburgh Department of Personnel and Civil Service Commission—Payroll Division.

- The form W-4 can be located on the Payroll Page of the City Intranet: <http://pittsburghpa.gov/personnel/payroll>
- Paper forms are also available at the Department of Personnel and Civil Service Commission service counter located in Room 401 of the City County Building .



Questions Regarding your City of Pittsburgh form W-2 can be directed to the City of Pittsburgh Payroll office:

- 412-255-2580 or payroll@pittsburghpa.gov

The Internal Revenue Service (IRS) also offers assistance with general tax questions :

- <http://www.irs.gov> or 1-800-829-1040