



W-2 FAQs

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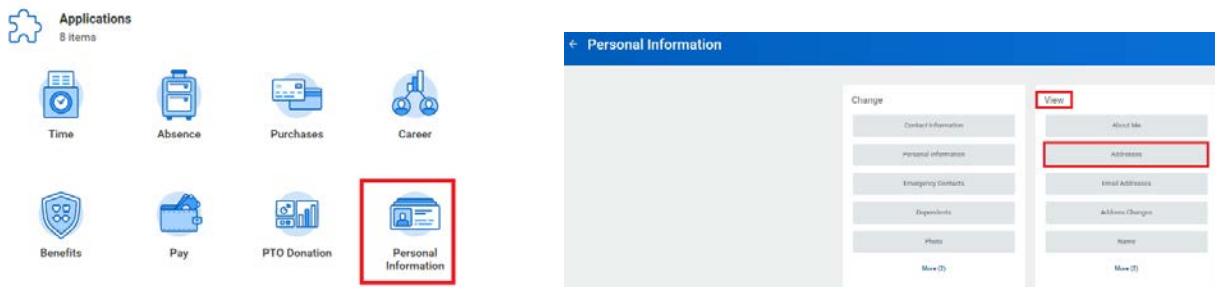
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W-2 FAQs

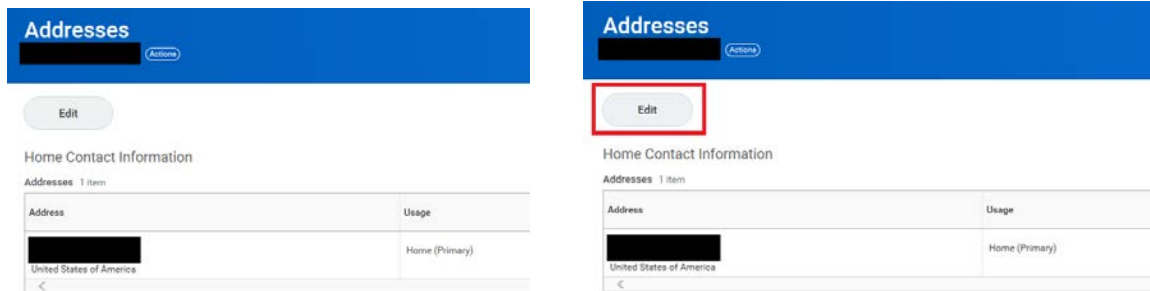
Employees need to review their current address in Workday to ensure W-2s get mailed to the correct location. Addresses should be updated no later than 12/31 of the current calendar year. Current employees also have the ability to opt-out of paper W-2 copies; terminated employees will always have paper W-2 copies mailed to their most current address on file.

Review Your Home Address

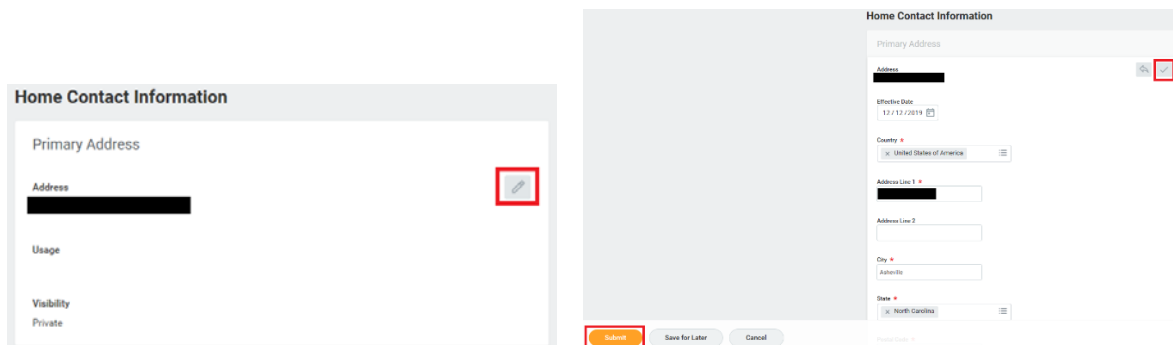
From the Workday homescreen: **Personal Information > View Addresses.**



Review your Home Address to ensure it is correct. If not, click the **Edit** button.



Click the **pencil** button to begin editing your home address. All lines with a red asterisk next to them must be filled in. Once completed, click the **check mark** button in the upper right hand corner of your screen, then click the **Submit** button on the bottom left.



Opt-Out of W-2 Paper Copies

If you would like to receive a paper copy of your W-2, *no action is required*. If you would prefer to opt-out of receiving paper copies of W-2s, printing elections can be updated in Workday. From the homescreen: **Pay > My Tax Documents > Edit**.

The screenshot shows the Workday Pay application interface. On the left, there is a grid of application icons: Time, Absence, Purchases, Career, Benefits, Pay (highlighted with a red box), PTO Donation, and Personal Information. The main content area is titled 'Pay' and contains two columns: 'Actions' with 'Withholding Elections' and 'Payment Elections', and 'View' with 'Pay slips', 'Timesheets', 'Total Rewards', 'Bonus & One-Time Payment History', and 'My Tax Documents' (highlighted with a red box). Below this is a 'My Tax Documents' section with a table containing one item:

| Company | Current Year End Tax Document Printing Election | Printing Election |
|---------------|--|-------------------|
| MAHED01 MAHEC | You are currently receiving both electronic and paper copies of your Year End Tax Documents. | Edit |

Select the preferred **New Election** and click the **OK** button.

The screenshot shows the 'Change Year End Tax Documents Printing Elections' form. It displays user information: Worker: Veronica Worley, Company: MAHED01 MAHEC, Last Updated: 01/15/2021. The 'Current Year End Form Printing Election' is 'Receive both electronic and paper copies of your Year End Tax Documents'. The 'New Election' section has two options: 'Receive electronic copy of my Year End Tax Documents' (selected with a red box) and 'Receive both electronic and paper copies of my Year End Tax Documents'. An 'Important Note' is provided below. At the bottom, there is a red 'OK' button and a 'Cancel' button.

Review your selection and click the **Done** button.

This screenshot is identical to the previous one, showing the 'Change Year End Tax Documents Printing Elections' form. The 'Done' button at the bottom is highlighted with a red box.

Your new printing election will display in the center column.

The screenshot shows the 'My Tax Documents' section with the table updated to reflect the new election:

| Company | Current Year End Tax Document Printing Election | Printing Election |
|---------------|--|-------------------|
| MAHED01 MAHEC | You are currently not receiving a paper copy of your Year End Tax Documents. | Edit |

Accessing Electronic W-2s

From the Workday homescreen: **Pay > My Tax Documents.**

The screenshot shows the Workday homescreen. On the left is an 'Inbox' widget with 0 items. On the right is an 'Applications' widget with 8 items. The 'Pay' icon in the Applications widget is highlighted with a red box. Below the Applications widget is a blue navigation bar with a back arrow and the text 'Pay'. Underneath this bar are two columns of options: 'Actions' (Withholding Elections, Payment Elections) and 'View' (Payslips, Timesheets, Total Rewards, Bonus & One-Time Payment History, My Tax Documents). The 'My Tax Documents' option in the View column is highlighted with a red box. Below these columns is a 'Payslips' section.

Click **View/Print** to access your 2019 W-2.

| My Tax Documents | | | | | | |
|------------------|--------------|--|-------------|----------------------------|-------------------|------------------|
| Company | | Current Year End Tax Document Printing Election | | | Printing Election | |
| MAHEC01 MAHEC | | You are currently receiving both electronic and paper copies of your Year End Tax Documents. | | | Edit | |
| Tax Year | Company Name | Tax Form | Issued Date | Employee Copy | Federal Copy | State/Local Copy |
| 2019 | MAHEC | W-2 | 01/07/2020 | View/Print | | |

Why does my last payslip of the year not match my W-2?

First we start with this employee's 2019 Box 1 wages from the W-2 = \$29,582.82. Then we add in the pre-tax YTD deductions shown from the employee's final 2019 payslip = \$4,528.29. This equals = \$34,111.11, which is the total YTD gross earnings shown on the payslip.

| | Gross Pay | Employee Pre Tax Deductions | Employee Taxes | Employee Post Tax Deductions | Net Pay |
|---------|-----------|-----------------------------|----------------|------------------------------|-----------|
| Current | 1,282.36 | 169.57 | 238.55 | 144.02 | 730.22 |
| YTD | 34,111.11 | 4,528.29 | 6,176.02 | 2,542.28 | 20,864.52 |

| Copy B – To Be Filed With Employee's FEDERAL Tax Return. | | |
|--|-----------------------------------|---|
| 1 Wages, tips, other comp. | | 2 Federal income tax withheld |
| 29582.82 | | 2520.62 |
| 3 Social security wages | | 4 Social security tax withheld |
| 31704.55 | | 1965.68 |
| 5 Medicare wages and tips | | 6 Medicare tax withheld |
| 31704.55 | | 459.72 |
| b Employer ID number (EIN) 561071426 | | |
| c Employer's name, address, and ZIP code MAHEC 121 Hendersonville Road Asheville, NC 28803 | | |
| d Control number | | |
| e Employee's name, address, and ZIP code | | |
| 7 Social security tips | 8 Allocated tips | 9 |
| 10 Dependent care benefits | 11 Nonqualified plans | 12a Code See inst. for box 12 E 2121.73 |
| 13 Statutory employee | 14 Other | 12b Code DD 7705.10 |
| Retirement plan | | 12c Code |
| Third-party sick pay | | 12d Code |
| NC 011007890 | 29582.82 | 1230.00 |
| 15 State Employer's state ID number | 16 State wages, tips, etc. | 17 State income tax |
| 18 Local wages, tips, etc. | 19 Local income tax | 20 Locality name |

I'm a highly compensated employee. Why is my first check of the calendar year less than the last check of the prior calendar year?

Social Security has a taxable maximum amount. Once that maximum has been met, social security taxes drop. With the new calendar year, taxable contribution amounts start over.

| Tax Rate | 2020 | 2021 |
|---------------|--------|--------|
| Employee | 7.65% | 7.65% |
| Self-Employed | 15.30% | 15.30% |

NOTE: The 7.65% tax rate is the combined rate for Social Security and Medicare. The Social Security portion (OASDI) is 6.20% on earnings up to the applicable taxable maximum amount (see below). The Medicare portion (HI) is 1.45% on all earnings. Also, as of January 2013, individuals with earned income of more than \$200,000 (\$250,000 for married couples filing jointly) pay an additional 0.9 percent in Medicare taxes. The tax rates shown above do not include the 0.9 percent.

| | 2020 | 2021 |
|---------------------------------|-----------|-----------|
| Maximum Taxable Earnings | | |
| Social Security (OASDI only) | \$137,700 | \$142,800 |
| Medicare (HI only) | No Limit | |