



Understanding Your Pay and Form W-2

THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON, DC



Tax, Payroll &
Benefits Administration

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Welcome to *Understanding Your Pay*

This document is a tool designed to help you better understand your pay and the various tax forms related to pay. Most people think of their pay in terms of the amount that is deposited into their bank account each pay day. However, there are a number of factors that go into calculating net pay. We hope this document is a useful resource to understanding all elements of your pay.

How is My Pay Calculated?

Gross Wages *(page 3)*

+ Imputed Income *(page 3)*

- Pre-tax Deductions *(page 4)*

= Taxable Wages

- Income and Employment Taxes *(pages 4 & 5)*

- Post-tax Deductions *(page 5)*

= Net Pay

Gross Wages

Gross wages are made up of two components: cash and non-cash. Both are types of wages counted for federal, state, Social Security, and Medicare earnings prior to taxes being calculated.

Cash wages consist of pay for time worked, pay for time not worked (such as sick, vacation, and holiday), overtime premiums, shift premiums, and bonuses.

Non-cash wages (imputed income) are fringe benefits provided by GW in a form other than cash. Some examples are: cost of life insurance over \$50,000, prizes and awards, employer-paid tuition, and taxable moving expenses.

- ▶ See Appendix A for a list of commonly used cash wages.
- ▶ See Appendix G for a list of commonly used non-cash wages.

Pre-Tax Deductions

Pre-tax deductions reduce your gross income prior to your federal and state taxes being calculated. Examples of pre-tax deductions are medical premiums, flexible spending account deductions, transit benefits, and employee retirement plan contributions.

With the exception of retirement plan contributions, the above pre-tax deductions reduce the taxable wages used to calculate Social Security and Medicare taxes.

For example: John Smith earned \$2,500.00 this pay period. He has pre-tax deductions of \$47.54 for medical premiums.

With pre-tax deduction		Without pre-tax deduction	
\$2,500.00	Gross Wages	\$2,500.00	Gross Wages
(47.54)	Medical Premium	---	No Pre-tax Deduction
<hr/>		<hr/>	
\$2,452.46	Taxable Earnings	\$2,500.00	Taxable Earnings

► See Appendix B for a list of commonly used pre-tax deductions.

Income Taxes

Every employer that pays wages is required to withhold federal income taxes from those wages according to tables established by the Internal Revenue Service (IRS). In addition to federal tax, you are likely obligated to pay state tax.

Federal withholding is the amount of money you are required to pay to the federal government based on your income level. The tax amount withheld is calculated based on your taxable wages and the number of allowances you elect on your Form W-4 (Employee's Withholding Allowance Certificate). If a completed Form W-4 is not provided, taxes will be withheld at the tax rate of single with no allowances as required by the IRS. Some payments such as a bonus are considered supplemental wages and are taxed at a flat rate, currently 25%.

State withholding tax is the amount of money you are required to pay to the state where you work or live. Each state has its own tax laws in regard to income tax withholding. For the states that do withhold taxes, you are required to complete a state withholding form. DC employers are required to withhold DC income tax if no state tax form or a Form D-4A (Certificate of Nonresidence in the District of Columbia) is provided.

Employment Taxes

Employment taxes are Social Security and Medicare taxes, also called FICA (Federal Insurance Contributions Act) taxes. Currently, the Social Security tax rate is 6.2% of the first \$118,500 of earnings. The Medicare tax rate is 1.45% of earnings up to \$200,000, and the rate increases to 2.35% of earnings greater than \$200,000.

Employment taxes are required for all U.S. citizens, resident aliens, and some non-U.S. citizens. Under certain circumstances, student employees working in non-benefited jobs at the university are exempt from employment taxes if they maintain a full-time or part-time student status.

Post-Tax Deductions

Post-tax deductions do not affect the amount of income that is used to determine your federal and state withholding taxes. There are two types of post-tax deductions: voluntary and involuntary.

Voluntary deductions are those deductions that you have elected to be withheld from your pay, such as Roth 403(b), union dues, and premiums for supplemental life insurance.

Involuntary deductions are those which neither you nor GW have control over. They are usually required as a result of an order issued by a court or government agency. Examples of involuntary deductions are creditor garnishments, child support payments, and tax levies.

- ▶ See Appendix C for a list of commonly used post-tax deductions.

University Contributions

University contributions are benefits provided to employees that do not affect taxable wages. They are printed on your check stub for informational purposes only. Examples of university contributions are matching contributions to a retirement account, long-term disability insurance, and life insurance.

- ▶ See Appendix D for a list of commonly used university contributions.

Understanding Your Paystub

The sample paystub below represents pay for an employee paid bi-weekly.

**THE GEORGE WASHINGTON UNIVERSITY
DEPOSIT NOTIFICATION
WASHINGTON, D.C. 20052
PHONE: 571-553-4277
FAX: 571-553-4406**

DIRECT DEPOSIT NOTIFICATION

333333 DIR 20001011

DOCUMENT NO: 20001011
DEPOSIT AMOUNT: \$ 924.63
DEPOSIT DATE: **1** December 21, 2012
PERIOD BEGINNING: November 25, 2012
PERIOD ENDING: December 08, 2012

Jane Doe
15 Anyplace Lane **2**
Silver Spring, MD 20903

BANK ACCT. TYPE	BANK ACCT. NUMBER	AMOUNT
Checking:	XXXXX5698	924.63

SSN: ***** XXX-XX-1111
EXEMPTIONS: FED: 1 STATE: 1
TAX ADJ: FED: 0.00 STATE: 0.00
STATE CODE: MD

HOURS AND EARNINGS					NONCASH TAXABLE BENEFITS			UNIVERSITY CONTRIBUTIONS		
DESCRIPTION	CURRENT		Y-T-D		DESCRIPTION	CURRENT AMOUNT	Y-T-D AMOUNT	DESCRIPTION	CURRENT AMOUNT	Y-T-D AMOUNT
	HOURS	AMOUNT	HOURS	AMOUNT						
Regular	80.00	\$1,988.00	1,711.50	\$42,530.78	50K+Ins	\$1.50	\$39.00	FICA Med	\$21.19	\$554.42
AnnualLv			180.50	\$4,485.42	TxblTuit	\$50.00	\$1,300.00	FICA Old	\$90.61	\$2,370.72
Sick Lve			100.00	\$2,485.00				RetMtch	\$119.28	\$3,101.28
Holiday			88.00	\$2,186.80				Ret Base	\$79.52	\$2,067.52
								Grp AD&D	\$5.56	\$14.56
								GrpTrmLf	\$2.98	\$77.48
								LTD	\$12.27	\$319.02
PRETAX ITEMS					TAXES			LEAVE BENEFITS		
PrkReimb		\$120.00		\$2,640.00	FICA Med	\$21.19	\$554.42	Available leave benefits currently not reported on paystub		
RetDfrl		\$79.52		\$2,067.52	FICA Old	\$61.38	\$1,605.94			
Dental		\$45.91		\$1,193.66	Fed Tax	\$156.22	\$4,097.72			
Medical		\$104.52		\$2,717.52	MD Tax	\$93.96	\$2,462.04			
SmarTrip				\$240.00						
FlexHlth		\$173.08		\$4,500.08						
Flex Dep		\$134.62		\$3,500.12						
					AFTERTAX DEDUCTIONS			SUMMARY		
					UniverLife	\$20.77	\$540.02	GROSS	\$1,988.00	\$51,688.00
					Roth403b	\$49.70	\$1,292.20	PRETAX	\$657.65	\$16,858.90
					Parking	\$2.50	\$55.00	TXBL BNFT	\$51.50	\$1,339.00
								TXBL	\$1,381.85	\$36,168.10
								TAXES	\$332.75	\$8,720.12
								DEDUCTIONS	\$72.97	\$1,892.22
								NET PAY	\$924.63	\$24,216.76

Paystub Explanation

1

Pay Information

- Pay period beginning and end dates
- Pay date
- Net pay or take-home pay

2

Employee Information

- Name
- Address
- Last four digits of Social Security Number
- Number of allowances claimed on federal and state tax forms
- State for which taxes are being withheld

3

Hours and Earnings

- Description of earnings
- Includes hours worked and reported time off, as well as the corresponding earnings for each
- Both current pay period and year-to-date information

▶ See Appendix A for commonly used codes.

4

Pre-tax Items

Deductions taken from gross earnings that reduce taxable income

▶ See Appendix B for commonly used codes.

5

Noncash Taxable Benefits

Benefits provided to an employee in a form other than cash that is included in wages for tax purposes

▶ See Appendix G for commonly used codes.

6

Taxes

Federal, state, and employment taxes withheld for both the current pay period and year-to-date

7

Post-tax Deductions

Deductions that reduce your net pay. They do not affect the amount of gross income that is used to determine your federal and state withholding taxes

▶ See Appendix C for commonly used codes.

8

University Contributions

University's contributions to your benefits that do not affect your gross earnings or taxable wages

▶ See Appendix D for commonly used codes.

9

Leave Benefits

Available leave benefits are currently not reported on the paystub

10

Summary

- GROSS – Current gross earnings (*Section 3*)
- PRETAX – Deductions taken from gross earnings that reduce taxable income (*Section 4*)
- TXBL BNFT – Benefits provided to an employee in a form other than cash that is included in wages for tax purposes (*Section 5*)
- TXBL – This amount is calculated by reducing your gross earnings by the pre-tax amount and adding taxable benefits
- TAXES – Federal, FICA, and state taxes withheld (*Section 6*)
- DEDUCTIONS – Post-tax deductions (*Section 7*)
- NET PAY – This amount is calculated by reducing the taxable earnings (TXBL) by taxes and post-tax deductions

Checking your **PAYSTUB**
FREQUENTLY Makes
Great DOLLARS AND "SENSE!"

Understanding Your W-2

Form W-2 reflects all taxable wages paid to you and taxes withheld from your pay during the calendar year. Taxable wages include your gross cash earnings plus any non-cash earnings (Appendix G, page 15) less your pre-tax deductions (Appendix B, page 13). Employers are required to annually issue this form no later than January 31st of the following year.

22222		a Employee's social security number 111-11-1111		OMB No. 1545-0008		
b Employer identification number (EIN)			1 Wages, tips, other compensation 36158.10	2 Federal income tax withheld 4097.72		
c Employer's name, address, and ZIP code George Washington University 45155 Research Place, Suite 155 Ashburn, VA 20147			3 Social security wages 38235.62	4 Social security tax withheld 2370.60		
			5 Medicare wages and tips 38235.62	6 Medicare tax withheld 554.40		
			7 Social security tips	8 Allocated tips		
d Control number			9	10 Dependent care benefits 3500.12		
e Employee's first name and initial John Doe		Last name Doe	Suff.	11 Nonqualified plans	12a	
123 Main Street Silver Spring, MD 20903			13 Statutory employee <input type="checkbox"/>	Retirement plan <input checked="" type="checkbox"/>	Third-party sick pay <input type="checkbox"/>	
			14 Other TUI 1300.00	12b	12c	
			12d			
f Employee's address and ZIP code						
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
MD	02125311	36158.10	2452.04			

Form **W-2** Wage and Tax Statement
Copy 1 – For State, City, or Local Tax Department

2015

Department of the Treasury—Internal Revenue Service

There are two methods for receiving your W-2: electronically or hardcopy. The information contained in either delivery format is consistent with the other. Following you will find explanations for each section of the W-2.

W-2 Explanation

- Box a** Your Social Security Number – Make sure this is correct. If not, contact Payroll Services.
- Box b** The employer’s taxpayer identification number.
- Box c** The employer’s name and address.
- Box e** Your first and last name – Make sure this is correct. If not, contact your Human Resource Client Partner for change(s).
- Box f** Your address – Make sure this is correct. If not, submit a new Form W-4 or update your address online through the GWeb Information System. If your state of residency changed, you should complete the appropriate state tax form to update your state information.
- Box 1** Your taxable wages – Taxable wages are different from gross wages. Taxable wages are your gross wages decreased by pre-tax items (Appendix B). Taxable wages are found on the sample paystub in Section 10, as code TXBL.
- Box 2** The total amount of federal income tax withheld from your taxable wages.
- Box 3** The total wages subject to Social Security tax. Social Security tax is applied only to a certain wage base. Wages paid beyond that amount are not taxable. For 2016 the Social Security wage base is \$118,500.
- Box 4** The amount of Social Security tax withheld.
- Box 5** The total wages subject to Medicare tax. Medicare taxes do not have a wage limit. It is equal to your taxable wages (Box 1) increased by the amount of your retirement deferral.
- Box 6** The amount of Medicare tax withheld (1.45% up to \$200,000 and 2.35% over \$200,000).
- Box 10** The amount of pre-tax deductions withheld through the Flexible Spending Account program for dependent care benefits.
- Box 12** A letter code followed by an amount. The back of the paper W-2 explains what the codes represent. [See Appendix E for commonly used codes.](#)
- Box 14** A letter code followed by an amount. [See Appendix F for commonly used codes.](#)
- Box 15** The state(s) for which taxes were withheld and the employer’s ID number.
- Box 16** Wages subject to state taxes.
- Box 17** The amount of state tax withheld.

Form W-4 (Employee's Withholding Allowance Certificate)

Information contained in your completed Form W-4 is used to calculate the correct amount of federal income tax to be withheld from your wages. The form is designed to tell the employer the number of allowances you are claiming (Box 5), your marital status (Box 3), and any additional amount you wish to have withheld (Box 6). These are three key components in calculating your withholding.

Newly hired employees should complete a Form W-4 prior to their first pay to ensure proper withholding. After that time, you are responsible for submitting a new form whenever there is a change in the number of withholding allowances you are entitled to claim. The employer has up to 30 days to update W-4 changes.

The Form W-4 also includes worksheets to help in determining the number of allowances you should be claiming. Completing the worksheets will help ensure the correct amount of tax is withheld each pay period. Your goal should be not to owe a large sum or receive a large refund each year. It is your responsibility to have the proper amount of taxes withheld from your pay. Payroll Services and the Tax Department do not provide personal tax advice to employees. You should seek advice from a tax accountant if help is needed to determine the proper withholding.

Following is a sample of a Form W-4.

Form W-4 (2015)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2015 expires February 16, 2016. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2015. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

<p>A Enter "1" for yourself if no one else can claim you as a dependent</p> <p>B Enter "1" if: { • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. }</p> <p>C Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)</p> <p>D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return</p> <p>E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)</p> <p>F Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit</p> <p>G Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$65,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children. • If your total income will be between \$65,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child</p> <p>H Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ►</p>	<p>A _____</p> <p>B _____</p> <p>C _____</p> <p>D _____</p> <p>E _____</p> <p>F _____</p> <p>G _____</p> <p>H _____</p>
---	---

For accuracy, **complete all worksheets that apply.**
 • If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
 • If you are **single and have more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
 • If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 Department of the Treasury Internal Revenue Service	<h2>Employee's Withholding Allowance Certificate</h2> <p>► Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 <h1 style="font-size: 2em;">2015</h1>
1 Your first name and middle initial _____ Last name _____		2 Your social security number _____
Home address (number and street or rural route) _____		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code _____		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ► <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) _____		5 _____
6 Additional amount, if any, you want withheld from each paycheck _____		6 \$ _____
7 I claim exemption from withholding for 2015, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ►		7 _____

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) ► _____	Date ► _____
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) _____	9 Office code (optional) _____
10 Employer identification number (EIN) _____	

Deductions and Adjustments Worksheet

Note. Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

- 1 Enter an estimate of your 2015 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% (7.5% if either you or your spouse was born before January 2, 1951) of your income, and miscellaneous deductions. For 2015, you may have to reduce your itemized deductions if your income is over \$309,900 and you are married filing jointly or are a qualifying widow(er); \$284,050 if you are head of household; \$258,250 if you are single and not head of household or a qualifying widow(er); or \$154,950 if you are married filing separately. See Pub. 505 for details 1 \$ _____
- 2 Enter: { \$12,600 if married filing jointly or qualifying widow(er)
\$9,250 if head of household
\$6,300 if single or married filing separately } 2 \$ _____
- 3 **Subtract** line 2 from line 1. If zero or less, enter "-0-". 3 \$ _____
- 4 Enter an estimate of your 2015 adjustments to income and any additional standard deduction (see Pub. 505) 4 \$ _____
- 5 **Add** lines 3 and 4 and enter the total. (Include any amount for credits from the *Converting Credits to Withholding Allowances for 2015 Form W-4* worksheet in Pub. 505.) 5 \$ _____
- 6 Enter an estimate of your 2015 nonwage income (such as dividends or interest) 6 \$ _____
- 7 **Subtract** line 6 from line 5. If zero or less, enter "-0-". 7 \$ _____
- 8 **Divide** the amount on line 7 by \$4,000 and enter the result here. Drop any fraction 8 _____
- 9 Enter the number from the **Personal Allowances Worksheet**, line H, page 1 9 _____
- 10 **Add** lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 10 _____

Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

Note. Use this worksheet *only* if the instructions under line H on page 1 direct you here.

- 1 Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) 1 _____
- 2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than "3" 2 _____
- 3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet 3 _____

Note. If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

- 4 Enter the number from line 2 of this worksheet 4 _____
- 5 Enter the number from line 1 of this worksheet 5 _____
- 6 **Subtract** line 5 from line 4 6 _____
- 7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here 7 \$ _____
- 8 **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed 8 \$ _____
- 9 Divide line 8 by the number of pay periods remaining in 2015. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2015. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck 9 \$ _____

Table 1				Table 2			
Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$6,000	0	\$0 - \$8,000	0	\$0 - \$75,000	\$600	\$0 - \$38,000	\$600
6,001 - 13,000	1	8,001 - 17,000	1	75,001 - 135,000	1,000	38,001 - 83,000	1,000
13,001 - 24,000	2	17,001 - 26,000	2	135,001 - 205,000	1,120	83,001 - 180,000	1,120
24,001 - 26,000	3	26,001 - 34,000	3	205,001 - 360,000	1,320	180,001 - 395,000	1,320
26,001 - 34,000	4	34,001 - 44,000	4	360,001 - 405,000	1,400	395,001 and over	1,580
34,001 - 44,000	5	44,001 - 75,000	5	405,001 and over	1,580		
44,001 - 50,000	6	75,001 - 85,000	6				
50,001 - 65,000	7	85,001 - 110,000	7				
65,001 - 75,000	8	110,001 - 125,000	8				
75,001 - 80,000	9	125,001 - 140,000	9				
80,001 - 100,000	10	140,001 and over	10				
100,001 - 115,000	11						
115,001 - 130,000	12						
130,001 - 140,000	13						
140,001 - 150,000	14						
150,001 and over	15						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Appendices

The Appendices contain the most commonly used codes and how they appear on your GW pay statement. If you have a question regarding any code that is not contained herein, please contact GW Payroll Services.

Appendix A – Earnings Codes

AnnualLv	Annual Leave Pay
Bonus	Bonus Pay – No Benefits
Brvment	Bereavement Leave Pay
DeferPay	Deferred Faculty Regular Payout
Fac Temp	Faculty – Temporary Appointment
Holiday	Holiday Taken Pay
JuryDuty	Jury Duty Pay
Overtime	Overtime Hours Worked Pay
Regular	Regular Pay
RetroReg	Retroactive Regular Pay
Severnce	Severance Pay
Shft1Prm	Shift 1 Premium Pay
Shft2Prm	Shift 2 Premium Pay
Sick Lve	Sick Leave Pay
SummrSal	Summer Salary
WkendPrm	Weekend Premium Pay

Appendix B – Deduction Codes for Pre-Tax Items

Dental	Aetna High, Aetna Low & Aetna DMO Options
Flex Dep	Flexible Spending Account – Dependent Care
FlexHlth	Flexible Spending Account – Health
HSA	Health Savings Account
Medical	Medical UHC – Basic and Medium Options
Med HDHP	Medical UHC HDHP
SmarTrip	Faculty & Staff Transit & Metro Parking Benefits
PrkReimb	Off-Campus Parking
Park-Red	GW Parking Fees (on-campus parking)
RetDfrl	Employee Retirement Contribution (Fidelity & TIAA-CREF)

Appendix B – Deduction Codes for Pre-Tax Items

Vision	Vision Care Insurance
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Appendix C – Deduction Codes for Post-Tax Items

CourtSpc	Court-Ordered Garnishment
FedLevy\$	Federal Income Tax Levy
Garnish\$	Garnishment – Dollar Amount
MD Levy\$	MD Income Tax Levy
Parking	GW Parking Fees – Deduction (above the IRS limit)
Roth403b	Employee Contributions to Roth 403(b) Plan
STD	Short-Term Disability
UnionDue	Union Dues
UniverLife	Supplemental Life Insurance
VA Levy\$	VA Income Tax Levy

Appendix D – University Contributions

GrpTrmLf	Group Term Life Insurance
GTA AD&D	Group Accidental Death/Dismemberment Insurance
Ret Base	Retirement Employer Base Contribution
RetMtch	Retirement Employer Match Contribution
LTD	Long-Term Disability Insurance

Appendix E – Box 12 Codes

C	Taxable Cost of Life Insurance over \$50,000
E	Employee Retirement Contribution 403(b) (Fidelity, Vanguard & TIAA-CREF)
G	Section 457(b) Employee Contributions
P	Non-Taxable Moving Expenses not Included in Box 1
BB	Employee Contributions to Roth 403(b) Plan
DD	Cost of Employer-Sponsored Health Coverage

Appendix F – Box 14 Codes

MVX	Taxable Moving Expenses
TUI	Employer-Paid Tuition

Appendix G – Non-Cash Taxable Benefits

50K+ Ins	Taxable Life Insurance over \$50,000
Prz&Awds	Taxable Prizes & Awards
TxblTuit	Employer-Paid Tuition
TxMoveEx	Taxable Moving Expenses



Finance Division