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**2024 W-2 GUIDE**

# This guide provides some explanations about the information on your W-2. It covers the seven main W-2 boxes – boxes 1, 3, 10, 12, 17 and 19. A General Q&A section can be found at the bottom of this document.

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| Box #1 Wages, Tips, Other Compensation (YTD Federal Taxable Gross Income) | |
| This is the year-to-date (YTD) Federal Taxable Gross Income. | Q: What if the total YTD Earnings amount on my last paycheck does not match the amount in Box #1?  A: This may be the case because your before-tax deductions are not included in your taxable wages. Conversely, your YTD Earnings amount does not include the taxable portion of your Group Term Life Insurance benefit.  Q: Why is my annual salary different from my YTD earnings?  A: There are a few reasons why these amounts may be different. For example, your pay rate may have changed during the year or you may have received  overtime or other compensation. |

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| Box #3 Social Security Wages | |
| The Social Security wage base for 2024 is $168,600.  The amount in this box will never be more than  $168,600. | Q: What if I paid excess social security tax because I worked for more than one employer in 2024?  A: You can request a refund for the excess when filing your Federal tax return. |

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| Box #10 Dependent Care Benefits | |
| The amount in this box reports the Family Care Reimbursement Account Contributions deducted from your paycheck. | Q: Can I deduct this amount on my tax return?  A: This amount has already been deducted on a before-tax basis. Consult your tax advisor for more details. |

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| Box #12 See Instructions for Box 12 (IRS Codes) | |
| IRS codes that may be applicable for Rutgers employees:    C - Imputed Income for basic & supplemental life  insurance (included in box 1, 3 (up to social security  wage base), 5 and 16.  E - Elective deferrals under section 403(b) salary  reduction agreement.  G - Elective deferrals and employer contributions  (including non-elective deferrals) to a section  457(b) deferred compensation plan.  DD- Cost of employer-sponsored health coverage.  This amount is not taxable and is for informational  purposes only. | Q: What is Imputed Income for life insurance?  A: Imputed income is the method of taxing you on the portion of your life insurance premium that is for coverage in excess of $50,000.  Q: Can I deduct these amounts on my tax return?  A: Any amounts that have been deducted on a before- tax basis generally may not be deducted again.  Consult your tax advisor for more details. |

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| Box #14 Other (Employer Information) | |
| May contain the following codes:  414H – Contributions (mandatory) to retirement plan  PT MED-FSA – This amount is a combination of your health,  dental, drug as well as any flexible spending account you  may have  Pkg- MTRAN – This amount is parking expense and /or  mass transit expense  Please note all these items are for informational purposes  and should not be used as part of your federal or state  income tax return filings. | Q: What is the 414H plan amount reported?  A: This represents the mandatory retirement plan contributions amount deducted from your salary on a before-tax basis.  Q: Can I deduct this amount on my tax return?  A: Any amounts that have been deducted on a before-tax basis generally may not be deducted again. Consult your tax advisor for more details. |

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| Box #17 (Bottom) FLI Tax | |
| NJFLI - NJ Family Leave Insurance Withholding  Maximum withholding for 2024 is $145.26  This is a State of NJ tax that is acceptably reported  in this box due to limited space in Form W-2 box 14 and  may be required to be entered in box 14 when using a 3-party  tax return preparation program. | Q: What if I paid excess NJFLI because I worked for more  than one employer in 2024?    A: You can request a refund for the excess when filing your  NJ State Income tax return |

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| Box #19 Local Tax | |
| UI/WF/S - NJ Unemployment Insurance (UI)  Maximum withholding for 2024 is $161.80, NJ  Supplemental Workforce Assessment Fund (WF)  Maximum withholding for 2024 is $7.40 and  NJ Workforce Development Partnership Fund (S)  Maximum withholding for 2024 is $10.58    There will be no Temporary Disability employee  contribution deductions for 2023 and 2024  calendar years    These taxes are State of NJ employment taxes and  should not be reported as income taxes paid on your NJ  income tax return. We are allowed to report these amounts in  this box because of limited space in Box 14 of our Form W-2.  When using a 3rd party tax return preparation program, you  you may be instructed to report these tax type amounts in  in Box 14 | Q: What do I do if I paid excess SUI/TDI because I worked for more than one employer in 2024?  A: You can request a refund for the excess when filing your NJ State Income tax return. |

GENERAL Q&A

1. Q: What do I need to do if my name and/or social security number are listed incorrectly on my W-2?

A: You must first contact the Human Resources Department. Secondly, contact Payroll Services (see contact info below) so that a W-2C (corrected W-2) can be issued to you.

Note: Rutgers is required by law to submit a W-2C to federal and state government agencies (SSA/IRS/NJ or PA). Do not discard your original W-2. You will need to file it with your tax return.

1. Q: What should I do if I have lost my W-2?

A: If you have lost your W-2, you can obtain an electronic copy by logging on to the [**myRutgers Portal**.](https://my.rutgers.edu/portal/render.userLayoutRootNode.uP%3Bjsessionid%3D6429DFE0C32BE3F371B261673EF0AFAF) Once in the portal, you should open the *“Employee Self Service”* tab under *“Payroll and Compensation”* and go to the *“View W-2”* link. This link will produce a printable PDF form for your use. You can also obtain a copy from the contact info below.

1. Q: What should I do if I believe the earnings or taxes listed on my W-2 are incorrect?

A: Contact Payroll Services (see contact info below). Please be prepared to discuss which box you believe is incorrect and why.

**Sample of Pay Stub Gross Pay adjusted to your W-2 Statement**

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| **Gross Pay from your last Paystub** | 10,100.00 | 10,100.00 | 10,100.00 | 10,100.00 |
| **Less:** |  |  |  |  |
| Expense & Travel Reimbursement | (100.00) | (100.00) | (100.00) | (100.00) |
| **Sub-Total Wages** | **10,000.00** | **10,000.00** | **10,000.00** | **10,000.00** |
| **Less: Pre-tax Deductions** |  |  |  |  |
| 403-B (E-Box 12) | (100.00) | N/A | N/A | N/A |
| 457-B (G-Box 12) | (100.00) | N/A | N/A | N/A |
| Pre-Tax Medical | (300.00) | (300.00) | (300.00) | N/A |
| Pre-Tax Dental | (200.00) | (200.00) | (200.00) | N/A |
| Pre-Tax Parking | (50.00) | (50.00) | (50.00) | N/A |
| Pre-Tax Retirement | (500.00) | N/A | N/A | N/A |
| Other Pre-Tax Deductions | (60.00) | (60.00) | (60.00) | N/A |
| **Sub-Pre-tax Deductions** | **(1,310.00)** | **(610.00)** | **(610.00)** | **0.00** |
| **Sub-Total** | **8,690.00** | **9,390.00** | **9,390.00** | **10,000.00** |
| **Plus:** GTL (C-Box 12) | 10.00 | 10.00 | 10.00 | 10.00 |
| **Reported W-2 Wages** | **8,700.00** | **9,400.00** | **9,400.00** | **10,010.00** |
|  | **Wages, other**  **Compensation Box 1 of W-2** | **Social Security Wages Box 3 of W-2 (max =**  **128,400.00)** | **Medicare Wages Box 5 of W-2** | **NJ State Wages, other compensation**  **Box 16 of W-2** |

**Tax Department Contact Information**

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