

# How to Read Your W-2

<b>W-2</b>		Employee Reference Copy <b>Wage and Tax Statement</b>		<b>20XX</b>
<small>Copy C for employee's records.</small>			<small>OMB No. 1545-0008</small>	
<b>d</b> Control number 0000000000 USD	Dept.	Corp. CHWM	Employer use only C F 1	
<b>c</b> Employer's name, address, and ZIP code THE VANDERBILT UNIVERSITY 2301 VANDERBILT PL PMB 407718 NASHVILLE, TN 37240				
<b>e/f</b> Employee's name, address, and ZIP code COMMODORE VANDERBILT 2301 VANDERBILT PLACE NASHVILLE, TN 37240				
<b>b</b> Employer's FED ID number 62-0476822		<b>a</b> Employee's SSA number XXX-XX-0000		
<b>1</b> Wages, tips, other comp 45000.62	<b>2</b> Federal income tax withheld 2500.04			
<b>3</b> Social security wages 48052.36	<b>4</b> Social security tax withheld 2979.25			
<b>5</b> Medicare wages and tips 48052.36	<b>6</b> Medicare tax withheld 696.76			
<b>7</b> Social security tips	<b>8</b> Allocated tips			
<b>9</b>	<b>10</b> Dependent care benefits 1000.00			
<b>11</b> Nonqualified plans	See instructions for box 12			
<b>14</b> Other 2875.22 TUITION	<b>12a</b> C	1.82		
	<b>12b</b> E	2000.00		
	<b>12c</b> DD	4134.00		
	<b>12d</b>			
		<b>13</b> Stat emp	Ret. Plan X	3rd party sick pay
<b>15</b> State	Employer's state ID no.	<b>16</b> State wages, tips, etc.		
<b>17</b> State income tax		<b>18</b> Local wages, tips, etc.		
<b>19</b> Local income tax		<b>20</b> Locality name		



W-2 forms are scheduled to be mailed on or after Jan.31 to employee home addresses. You can also view your W-2 on Oracle Jan. 31. The online W-2 has the same information as the mailed W-2. Please use Oracle to reprint your W-2.

# What is a W-2?

It's a snapshot of how much Vanderbilt has paid you throughout the year, how much tax we've withheld from your paycheck, and other payroll withholdings that can affect your tax obligations. Your W-2 is broken into three main sections: personal information, wages and federal taxes information, and state and local taxes.

<b>W-2</b>		Employee Reference Copy		<b>20XX</b>	
		Wage and Tax Statement			
Copy C for employee's records.			OMB No. 1545-0008		
d Control number 0000000000 USD	Dept.	Corp. CHWM	Employer use only C F 1		
c Employer's name, address, and ZIP code THE VANDERBILT UNIVERSITY 2301 VANDERBILT PL PMB 407718 NASHVILLE, TN 37240					
e/f Employee's name, address, and ZIP code COMMODORE VANDERBILT 2301 VANDERBILT PLACE NASHVILLE, TN 37240					
b Employer's FED ID number 62-0476822			a Employee's SSA number XXX-XX-0000		

## Personal Information

1 Wages, tips, other comp 45000.62	2 Federal income tax withheld 2500.04
3 Social security wages 48052.36	4 Social security tax withheld 2979.25
5 Medicare wages and tips 48052.36	6 Medicare tax withheld 696.76
7 Social security tips	8 Allocated tips
9	10 Dependent care benefits 1000.00
11 Nonqualified plans	See instructions for box 12
	12a C 1.82
14 Other 2875.22 TUITION	12b E 2000.00
	12c DD 4134.00
	12d
	13 Stat emp: Ret. Plan 3rd party sick pay X

## Wages & Federal Taxes

15 State	Employer's state ID no.	16 State wages, tips, etc.
17 State income tax		18 Local wages, tips, etc.
19 Local income tax		20 Locality name

## State & Local Taxes

*These boxes should be used only for faculty, staff or students who are residents of, or work in a state where Vanderbilt is a registered employer.*

# Understanding Section 2: Wages & Federal Taxes

Each box on the form serves its own purpose in reporting important information about your earnings. Some boxes also contain special codes given by the IRS to give more information about their source.

<b>1</b> Wages, tips, other comp 45000.62	<b>2</b> Federal income tax withheld 2500.04
<b>3</b> Social security wages 48052.36	<b>4</b> Social security tax withheld 2979.25
<b>5</b> Medicare wages and tips 48052.36	<b>6</b> Medicare tax withheld 696.76
7 Social security tips	8 Allocated tips
9	10 Dependent care benefits 1000.00
11 Nonqualified plans	See instructions for box 12
14 Other 2875.22 TUITION	12a C   1.82
	12b E   2000.00
	12c DD   4134.00
	12d
	13 Stat emp: Ret. Plan X 3rd party sick pay

**1** Box 1: Amount of earnings received in wages, tips, and other compensation

**2** Box 2: Amount of federal income tax that was withheld

**3** Box 3: Amount of earnings from Box 1 subject to social security tax

**4** Box 4: Amount of social security tax withheld

**5** Box 5: Amount of earnings from Box 1 subject to medicare tax

**6** Box 6: Amount of medicare tax withheld

**8-9** Box 8-9: Please note these are not applicable to Vanderbilt and will be blank.

# Understanding Section 2: Continued

1 Wages, tips, other comp 45000.62	2 Federal income tax withheld 2500.04
3 Social security wages 48052.36	4 Social security tax withheld 2979.25
5 Medicare wages and tips 48052.36	6 Medicare tax withheld 696.76
7 Social security tips	8 Allocated tips
9	10 Dependent care benefits 1000.00
11 Nonqualified plans	See instructions for box 12
14 Other 2875.22 TUITION	12a C 1.82
	12b E 2000.00
	12c DD 4134.00
	12d
13 Stat emp	Ret. Plan X
	3rd party sick pay

**10** Box 10: Amount of dependent care benefits

**11** Box 11: Amount distributed by Vanderbilt's deferred compensation plan

**12** Box 12: Multiple items may appear here, the following are Vanderbilt related

- C Taxable Group Term Life -- for individuals with Vanderbilt-provided life insurance amounts greater than \$50,000
- E Voluntary Pre-tax Contributions to 403(b) -- includes voluntary employee retirement contributions; mandatory contributions are NOT included in this amount
- T Adoption assistance benefits provided by Vanderbilt
- BB Voluntary Roth Contributions to 403(b) -- includes all voluntary employee retirement contributions
- DD Reporting Employer Provided Health Coverage - reporting the cost of medical coverage (employee and employer portions).
- W Employer and Employee Contributions to Health Savings Account (HSA)

*Guidelines for other codes that may appear are explained on the back of the W-2.*

**13** Box 13: Retirement Plan - this box is checked if you are enrolled in the Union Pension Plan or make mandatory or voluntary 403(b) retirement contributions

**14** Box 14: This box reports some miscellaneous information including (but not limited to): Taxable Auto - personal use of Vanderbilt-provided automobiles  
Taxable Tuition - taxable tuition benefits paid to you, or on your behalf