Answers to Frequently Asked Questions Regarding W-2s

Below are answers to questions most frequently asked regarding W-2s. If you have a question that is not included below, please contact your HR Administrator.

General questions about the W-2:

QUESTION: *I transferred from one state agency to another last year. Will I receive a W-2 from each agency?*
ANSWER: No. The Commonwealth of Kentucky is one employer, so a transfer from one state agency to another will not result in separate W-2s. You will receive a single W-2 no matter how many different state agencies you work for.

QUESTION: *My address changed and I didn't get my W-2. Where is it and how can I get it or a copy?*
ANSWER: These are returned to the agency shown on the W-2. The agency can provide the employee with the returned W-2 when it is received by the agency or a copy may be requested via KHRIS ESS beginning February 1st.
If you are a current employee, please access KHRIS ESS to update your address to avoid this problem in the future, or contact your agency HR Office to request an update. Current employees can also elect to receive their W-2 electronically. If you are a past employee, please contact the HR office for the agency where you were last employed, to update your address.

QUESTION*: How can I elect to receive my W-2 electronically?*
ANSWER: Beginning with the 2017 tax year, employees may log into KHRIS ESS and elect to receive their W-2 online. Instructions are available on the Personnel Cabinet website under Documents in Demand/W-2. Tutorials for all ESS features are also available under Training and Development/Employees- KHRIS ESS. This process must be completed by January 5th of each year, before tax documents are generated.

QUESTION*: Why has my co-worker(s) received their W-2 already? I have not receive mine yet.*
ANSWER: Your co-worker may have elected to receive their W-2 electronically. Employees who elect this online version gain access to their W-2, through KHRIS ESS up to as much as two to three weeks before paper versions are received through the US postal service. All paper W-2 forms are mailed at the same time. Deliver times for paper W-2's may vary depending upon delivery location, carrier, etc.

QUESTION: *Can I get a copy of my W-2?*
ANSWER: The Personnel Cabinet does not keep "hard" copies of W-2s, but for 2011 W-2s onward, employees may request a copy via KHRIS ESS or HR Administrators may submit a business request. Employees, who elect to receive their W-2s electronically, can obtain copies on their own, as needed.

Please note that W-2C and W-3C production for employees paid through KHRIS from 2011 forward is handled by the Personnel Cabinet. For assistance with W-2Cs and W-3Cs, agencies should submit a business request.

QUESTION: *My gross on my last paycheck doesn't match my W-2 amount. Why?*
ANSWER: The W-2 reflects taxable, not gross wages. Most employees' gross wages are reduced by retirement and other pre-tax contributions. These contributions may include: pretax retirement installment purchase agreements, premium conversion (pretax group health insurance premium), FSAs (medical and daycare), and deferred compensation contributions (deferred compensation, pretax retirement installment purchase and retirement contributions are subject to

Social Security and Medicare taxes, but are exempt from federal and state income tax withholding). For your convenience, your gross wages are reported in box 14 on the form W-2.

QUESTION: *My FIT and SIT taxables don't match my Social Security and Medicare taxables. Why?*
ANSWER: This is usually due to certain deductions that are pretax for federal and state income tax but not pretax for Social Security and Medicare taxes. Deferred compensation, retirement installment purchases and retirement contributions are subject to Social Security and Medicare taxes but are exempt from federal and state income tax withholding.

QUESTION: *Why do I have information in Box 12, code DD? Why is health insurance cost information on my W-2?*
ANSWER: Employers are required to report the cost of employer sponsored group health plan coverage. It does not include PCA or FSA contributions, nor does it include premiums for vision, dental, cancer, or other similar coverage separate from general health insurance coverage. This information will be reported in box 12, code DD beginning with the 2014 W-2. This reporting to the IRS is for informational purposes only and is intended to communicate the cost of health care coverage to employees. The value of the coverage provided is not considered taxable income. The reportable cost includes both the portion of the cost paid by the employer and the portion of the cost paid by the employee.

QUESTION: *I started working for the state in December of last year. Will I receive a W-2?*
ANSWER: If you started working between December 1-15th you will receive a W-2 for that tax year because that payroll will be released no later than December 30th. If you started working on or after December 16th you will not, because that payroll will not be released until January 15th. W-2s are based on the payments *received* during a tax year, not when the work was performed.

Questions about tax preparation (software and company):

QUESTION: *My tax software program requires a local taxable amount. My W-2 doesn't show one. Where can I get this figure?*
ANSWER: The IRS does not require a local taxable figure on the W-2. Only the local tax paid must be shown. However, some tax preparation software does require a local taxable figure for processing. We recommend that the employee use the Medicare taxable figure, found in box 5 of the W-2.

QUESTION: *I'm using tax preparation software or a tax preparer, and when the Kentucky Employer Identification Number (077156) from box 15 for Form W2 is entered, the return shows an error and won't accept it with a leading 0.*
ANSWER: We are aware that some tax software and/or preparers may have trouble accepting this number. If this issue is encountered, please omit the "0" from the beginning of the number shown and enter 77156 to remove the leading 0. NOTE: This is not an error on the W2; therefore, corrected W2s will not be provided.

QUESTION: *When I try to import my W-2 information, I get an error message or I get an incorrect address for my employer. What do I need to do?*
ANSWER: The Commonwealth of Kentucky does not provide W-2 data for import by tax software or for tax preparation companies. If you try to use the import function with the numbers on the W-2, it will cause an error. Employees will need to enter all of their W-2 information manually into tax preparation software or instruct their tax preparer to do so.

QUESTION: *When I try to enter my W-2 information to import it into my tax preparation software, or when my tax preparer tries to do so, I receive an error. What do I need to do?*
ANSWER: Box D/Control number is for use by the employer. The Commonwealth uses this box to store the employee PERNR. We have received reports that some users have encountered problems when attempting to use the "import" function to retrieve tax information for tax preparation software or a tax preparer. The Commonwealth does not provide

employee W-2 data for import by tax software or preparers. Users should key their W-2 information for their tax returns directly from the W-2 form. We have not received reports of issues related to Box D with direct entry.

QUESTION: *Box 20, Locality Name, has nothing in it, but I did pay local tax. Why is there nothing in that box, and what should I use?*

ANSWER: The W-2 has one field for Local wages (Box 18/Local wages, tips, etc.) and Locality name (Box 20). Many Commonwealth employees have multiple local tax authorities for which local tax is deducted from their pay and, therefore, multiple local taxable wage bases and local tax authority names. The IRS does not require these fields be completed for the W-2 or for the filing of tax returns. For this reason, the Commonwealth does not print information in these fields. However, some tax preparation software and tax preparers may require this information. We recommend that you use the figure in Box 5/Medicare wages and tips for Box 18/Local wages, tips, etc. For Box 20 Locality name, users should enter their primary local tax location name. Most names will have to be abbreviated to fit, and users may abbreviate as desired, as there is no edit of this field against a standard abbreviation.