How to Read Your Form W-2

The letters and numbers listed below coordinate to the letters and numbers listed in the boxes on your Form W-2.

- **EMPLOYEE’S SOCIAL SECURITY NUMBER:** This is your social security number. The Social Security Number must match the number on your social security card. If there is a discrepancy, please contact Lynne Toussaint (ltoussai@bowdoin.edu) / 207-725-3843) in the Controller’s Office. The Controller’s Office will issue a W-2C.

- **EMPLOYER’S IDENTIFICATION NUMBER:** This is Bowdoin College’s Federal Tax ID Number.

- **EMPLOYER’S NAME, ADDRESS, AND ZIP CODE:** This is Bowdoin College’s name, address, and ZIP code.

- **CONTROL NUMBER:** This is a Workday generated number based on your mailing address.

- **EMPLOYEE’S NAME:** This is your name.

- **EMPLOYEE’S ADDRESS AND ZIP CODE:** This is your address and zip code.

1. **WAGES, TIPS, OTHER COMPENSATION:** Shows your total taxable wages and other compensation that were paid during the year as detailed below.
   a. Includes:
      i. Total wages, additional compensation, bonuses and awards paid during the year
      ii. Total noncash payments, including certain fringe benefits
      iii. Taxable cost of group-term life insurance in excess of $50,000; displays on the top section of your W-2; the per pay period amount displays within the “Employer Paid Benefits” section of your payslip
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iv. Designated Roth contributions made under a section 403(b) salary reduction agreement; displays within the “Post Tax Deductions” section of your payslip

b. Excludes:
   i. 403(b) deductions (Fidelity, Vanguard, American Century); displays within the “Pre Tax Deductions” section of your payslip
   ii. Employee paid health care (MEDICAL, DENTAL, VISION); displays within the “Pre Tax Deductions” section of your payslip
   iii. Healthcare flexible spending account deductions (FSA Healthcare, FSA Healthcare Vision Dental); displays within the “Pre Tax Deductions” section of your payslip
   iv. Dependent care flexible spending account deductions (FSA Dependent Care); displays within the “Pre Tax Deductions” section of your payslip

2. FEDERAL INCOME TAX WITHHELD: Shows your total federal income tax withheld for the year.

3. SOCIAL SECURITY WAGES: Shows your total wages paid subject to social security tax (6.2% 2016); the taxable wage limits for 2016 is $118,500.00.
   a. Includes:
      i. Total wages, additional compensation, bonuses and awards paid during the year
      ii. Total noncash payments, including certain fringe benefits
      iii. Taxable cost of group-term life insurance in excess of $50,000; annualized value displays within the “Employer Paid Benefits” section of your payslip
      iv. 403(b) deductions (Fidelity, Vanguard, American Century); displays within the “Pre Tax Deductions” section of your payslip
      v. Designated Roth contributions made under a section 403(b) salary reduction agreement; displays within the “Post Tax Deductions” section of your payslip
   b. Excludes:
      i. Employee paid health care (MEDICAL, DENTAL, VISION); displays within the “Pre Tax Deductions” section of your paysstub
      ii. Healthcare flexible spending account deductions (FSA Healthcare, FSA Healthcare Vision Dental); displays within the “Pre Tax Deductions” section of your payslip
      iii. Dependent care flexible spending account deductions (FSA Dependent Care); displays within the “Pre Tax Deductions” section of your payslip

4. SOCIAL SECURITY TAX WITHHELD: Shows total social security tax withheld.

5. MEDICARE WAGES AND TIPS: The wages subject to Medicare tax (1.45%) are the same as those subject to social security tax (Box 3) except that there is no wage base limit for Medicare tax.

6. MEDICARE TAX WITHHELD: Shows total Medicare tax withheld.

7. SOCIAL SECURITY TIPS: N/A

8. ALLOCATED TIPS: N/A

9. Box unlabeled: N/A

10. DEPENDENT CARE Benefits: Shows your total pre-tax deductions (FSA Dependent Care) made under a section 125 dependent care flexible spending account; displays within the “Pre Tax Deductions” section of your payslip.

11. NONQUALIFIED PLAN: N/A
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12. Elected Deferrals, Other: May include a code with an associated amount. The most common codes reported on a W-2 issued by Bowdoin College are:
   - C – Taxable costs of group-term life insurance over $50,000 (included in boxes 1, 3 (up to social security wage base), and 5)
   - E – Elective deferral under a section 403(b) salary reduction agreement
   - BB – Designated ROTH contributions under a section 403(b) plan
   - DD – Cost of employer-sponsored health coverage. The amount reported within Code DD is NOT taxable

13. Retirement Plan: The retirement box is checked if you are eligible for any Bowdoin College paid retirement plan or you participated in a salary reduction arrangement under 403(b).

14. Other: Shows your United Way and/or Maine Share donations.