

Six Things to Know About Your

W-2

& tax withholding

1. W-2s are available by January 31 each year. Opt for online access to receive your W-2 sooner than waiting for a hard copy. Visit **Employee Self-Service (ESS)** and click on **My W-2s** to authorize web delivery.
2. Taxable wages are not equal to annual salary.*
3. Taxable wages are the same for both state and federal tax returns.
4. Keeping your address up to date ensures that your state and local tax withholding is accurate.**
5. You adjust the amount of income taxes being withheld by visiting **ESS** and clicking on the **My W-4** link under the blue My Taxes banner. Log in using your MPCS username and password and follow the on-screen instructions.
6. Deductions, such as those for the charity campaign, do not appear on your W-2.***

* Taxable wages are based on calendar year and do not include pretax benefits (e.g., health insurance, pension contributions, and tax-deferred annuities).

** Check the latest ePaystub to see if your address is correct. If it is not, visit Employee Self-Service and click on **My address change** under the orange My Information banner.

*** Refer to your last ePaystub of the calendar year for total year-to-date contributions to the charity campaign.