

Question	Answer
<b>When will I receive my 2011 W-2?</b>	The Internal Revenue Service (IRS) requires that employers furnish Form W-2 to employees <b>by January 31, 2012</b> . You can print your W-2 from the FrankCrum W-2 website, <a href="http://www.frankcrum.com">www.frankcrum.com</a> , beginning on <b>January 31, 2012</b> .
<b>How will my W-2 be distributed to me?</b>	You can select to print the W-2 from the FrankCrum W-2 website. However, if you require a mailed Form W-2, it will be mailed to your address on record. Please keep your personnel records updated.
<b>How can I print my W-2 from the portal?</b>	<p>Go to the FrankCrum Website at <a href="http://www.frankcrum.com">www.frankcrum.com</a> . Click on the W-2 link at the top of the screen.</p> <p>Log in with your Social Security Number and Birthdate. If your Social Security Number and/or Birthdate don't match our records speak to your immediate supervisor.</p> <p>Click on the "Electronically Access My W-2" hyperlink. All available Forms W-2 will be displayed. Please note that if you worked for multiple companies, you will have a separate W-2 for each company. If there are Forms W-2 for multiple tax years, make sure you click on the correct tax year</p> <p>W-2 online forms are official IRS documents and should be handled as such. The online form will open with Adobe Acrobat.</p>
<b>Can I file my tax return before I receive my W-2 by using my last pay statement?</b>	Per IRS regulations, you must use your W-2 to complete your tax return. It is not recommended that you use your last pay statement, because we have given copies of your Form W-2 to the IRS and your state and local governments. Any miscalculation of <u>pre-tax deductions</u> or <u>additional earnings</u> could cause a discrepancy which may increase or decrease your taxes due or refund received.
<b>I either didn't receive or lost my W-2 Form, what do I do?</b>	Please allow two weeks to receive the W-2 via the U.S. Postal Service. Also, all employees have access to their online Form W-2s for years 2007-2010. 2011 Form W-2 will be available for printing from the online portal on <b>January 31, 2012</b> .
<b>What should I do if I lose my W-2?</b>	We recommend that you keep the original copy of your Form W-2 in a <u>safe</u> place with other tax records. However, a Form W-2 can be printed directly from the FrankCrum W-2 website for 2007 - 2011 tax years.
<b>What should I do if I haven't received my W-2 form by February 15, 2012?</b>	You can print the W-2 from the FrankCrum website. However, if you require a mailed Form W-2, please contact the W-2 department at 727-799-1229 or 1-800-277-1620, or log into the FrankCrum W-2 website and select Report a Problem With My W-2.

Question	Answer
<b>The Name and/or Social Security Number is wrong on my W-2, what should I do?</b>	Your name and SSN must match the information on your Social Security Card. If it does not match your Form W-2, please contact the W-2 department at 727-799-1229 or 1-800-277-1620, or log into the FrankCrum W-2 website and select Report a Problem With My W-2.
<b>My address on the W-2 is incorrect, what should I do?</b>	A corrected W-2 is not required for a change in address. If you need to change your address, you can submit the change of address on the FrankCrum W-2 website or inform your employer of the change of address.
<b>Why doesn't my W-2 match my last pay statement?</b>	Plans or programs such as 401(k), cafeteria plan benefits, and employer-provided life insurance can increase or decrease taxable wages reported on your Form W-2. These factors must be considered when you compare your Form W-2 and your last pay statement.
<b>Besides my wages, are there other types of taxable income that must be included?</b>	Yes. Gross income can be realized in the form of money, property, or services. This may include personal use of a company car, company-paid life insurance valued over \$50,000, non-qualified stock options, non-qualified moving expenses, etc.
<b>How does my cafeteria plan benefits/flexible spending account affect my taxable earnings?</b>	Federal taxable wages are reduced by the amount contributed for qualified benefits. This is in accordance with IRS requirements and applies to most state taxable wages as well.
<b>Are payroll deductions for a Cafeteria Plan shown on my W-2?</b>	No. However, they are listed on your pay statements.
<b>What paychecks are included on my 2011 W-2?</b>	The reporting year for a W-2 statement is determined by check date, not the payroll period ending date. Your Form W-2 will include checks dated between January 1, 2011 and December 31, 2011.
<b>The check for the last week(s) of 2011 is not included on my W-2. Is this correct?</b>	The Form W-2 is issued on a cash basis. Any compensation paid to you in 2011 is considered 2011 income. The final days of December may have been paid in January, 2012 and, therefore, not considered income for 2011. It will be part of your 2012 Form W-2.

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<p><b>What if I didn't have any federal or state taxes withheld according to my W-2?</b></p>	<p>You would not have had any federal and state taxes withheld if you claimed an exemption from federal and / or state withholding on your Form W-4 (Employee's Withholding Allowance Certificate) or state withholding exemption certificate for the year. In addition, if your earnings are under a certain threshold, you may not have been subject to any federal and state withholding taxes. You can submit a new Employee Withholding Allowance Certificate to adjust your federal and state withholdings at any time.</p>
<p><b>I don't think that the employer withheld enough federal or state taxes.</b></p>	<p>The IRS prescribes the federal tax amount to withhold based on the employee's marital status, the length of payroll period (eg. Weekly or bi-weekly), the number of withholding allowances claimed on the Form W-4 and the amount of wages.</p> <p>You can locate <a href="#">Publication 15 (Circular E)</a> Employer's Tax Guide at <a href="http://www.irs.gov">www.irs.gov</a> and find a proper table (on pages 38-57) for your payroll period and the marital status as submitted on your form W-4. Tip: the marital status and number of exemptions claimed are printed on every paycheck. Then, based on the number of withholding allowances claimed on the Form W-4 and the amount of wages, find the federal tax amount required to be withheld.</p> <p>If you cannot use the wage bracket tables, use the percentage method described on pages 36-37.</p> <p>If you still think there is a problem, please contact your direct supervisor.</p>
<p><b>I am filing my tax return electronically and I am getting an error stating that an incorrect amount of Social security taxes has been withheld. What do I do now?</b></p>	<p>Multiply the total Social Security wages from Box 3 and Box 7 of the Form W-2 by 4.2% and compare the result to the amount reported in the Box 4 – Social Security tax withheld. If the calculated amount is off by a few cents, there is no mistake. Ignore the message, and continue filing the return. Also, tipped employees may not have enough pay to have the full social security tax amount deducted. Uncollected social security tax and Medicare tax on tips is reported in the Box 12.</p>
<p><b>What do the "codes" mean on my W-2?</b></p>	<p>The explanations are listed on the back of your Form W-2.</p>
<p><b>Can my employer help me file my tax return?</b></p>	<p>No. You should consult your personal tax professional for questions or advice.</p>





Form W-2  
Frequently Asked Questions  
(FAQs)

Question	Answer
<b>What should I do if there is an error on my W-2?</b>	Please review all the FAQs. If your question is not listed, please contact the W-2 department at 727-799-1229 or 1-800-277-1620, or log into the FrankCrum W-2 website and select Report a Problem With My W-2. Be prepared to provide your name, social security number, the nature of the error, and how to contact you. The problem will be researched and corrected if necessary.
<b>I found an error on my W-2. What can I do to prevent errors in the future?</b>	Don't wait until the end of the year to look at your pay statements. Examine each pay statement that you receive in the coming year. Report errors to your direct supervisor as soon as possible. Be sure to look at state and local taxes and any deductions. Do this even if your net pay rarely changes.