SUBJECT: W-2s

TO: ALL SCUSD EMPLOYEES

DATE: January 9, 2015

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DEPARTMENT: Payroll Services Department

REVIEWED BY: Monica Garland

APPROVED: [Signature]

Distribution of 2014 Form W-2s
The Payroll Services Department will begin the process of preparing the 2014 W-2 Wage and Tax Statements in January. The Form W-2 is an annual form that reports your Federal and State wages and other tax information required by Federal and State agencies. It is also used by the Social Security Administration as a verification document to ensure individuals are properly credited for future Social Security and Medicare benefits. Your 2014 W-2 will be mailed to your home address no later than January 30, 2015.

After you receive your 2014 Form W-2, please verify that your name and Social Security number match your name and Social Security number issued on your Social Security card. The Social Security Administration regards names and Social Security numbers as “critical links” connecting your W-2 data to your lifetime earnings record. Your name and Social Security number must match Social Security Administration’s records. If your name has recently changed, (e.g., due to marriage, divorce, etc.), you will need to contact the Social Security Administration at 1-800-772-1213, or on the internet at www.ssa.gov for a Form SS-5, Application for a Social Security Card. After you have received a new Social Security card, please notify the Human Resource Services Department. Using a new name without updating the Social Security Administration’s records may prevent the posting of your Social Security and Medicare earnings. The District is required to use the name that appears on your Social Security card. If we receive notification from the Social Security Administration that the employee’s name does not match the name on file with the Social Security Administration, we are required to change our records to match the Social Security Administration’s records. This will result in your paychecks being issued to the same name listed on your Social Security card.

PLEASE DO NOT MISPLACE YOUR 2014 FORM W-2
If you need a replacement copy of your 2014 Form W-2 you must complete a replacement request form. You can obtain the replacement request form on the District’s website at www.scusd.edu, under Payroll Services Department, Payroll Forms. Once the form has been received in the Payroll Services Department it will take approximately 10 working days to process.
Forms W-4/DE-4 Employee’s Withholding Allowance Certificate
Now is the time to check your Federal and State tax withholding allowances. Did you marry, divorce, gain or lose a dependent, or have major changes in your family income? If you answered “yes” you may need to file a 2015 Form W-4 or DE-4.

If you are claiming “exempt” from tax withholding you must submit a new Form W-4 and DE-4 by February 13, 2015, if you wish to retain your exempt status. If a new form is not filed and submitted to the Payroll Services Department, the withholding for Federal and State taxes will be based on “Single” with zero (0) withholding allowances. You can obtain both Forms W-4 and DE-4 on the District’s website at www.scusd.edu, under Payroll Services Department, Payroll Forms.

Tax Sheltered Annuities 403(b) / Tax Deferred Compensation 457
As an employee of the District, you are eligible to participate in a 403(b) and/or 457 deferred retirement plan. Participation is voluntary and it is employee paid, not District paid. The MidAmerica (Administrative & Retirement Solutions, Inc) provides compliance, account transfer signatures, and common remittance services for the District. Please contact them directly at 1-866-873-4240. Employees who wish to change deduction amounts will submit salary reduction agreements to MidAmerica directly via fax 1-877-513-2272.

403(b) Plan
This plan permits you to defer taxes voluntarily through salary reduction contributions. Though commonly referred to as Tax Sheltered Annuities (TSAs), investment options include fixed and variable annuities as well as custodial mutual fund accounts. Please find the complete list of available 403(b) vendors at the CalSTRS website: www.403bcompare.com.

457 Plan
This plan permits you to defer taxes voluntarily through salary reduction contributions. This option is commonly referred to as a “457 plan.” The available investment options in this plan differ from those offered under a 403(b). Please contact CalPERS 1-800-260-0659, AIG Valic 1-800-633-8960, for plan information.

Beneficiary Designation Information
As noted above, if you have had any changes in your status, it is important that you update your beneficiary forms. Please contact the Employee Benefits Department at 643-9432 for SCUSD’s Designation of Beneficiary form for release of your final paycheck and CalSTRS and CalPERS for survivor benefits from your retirement system.

Questions
If you have any questions regarding the information contained in this bulletin, please contact your Payroll Services team:

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