

W-2 FAQ

When will I receive my W-2 Form?

UVA mails W-2 forms by January 31. Online W-2s are preferred, and are available in mid-January.

How do I receive my W-2 Form if I am no longer employed at UVA?

Employees have access to Employee Self-Service for 13 months after departure from UVA. Log in to get a W-2 form.

- After 13 months, former employees may request a W-2 from the HR Solution Center at AskHR@virginia.edu or 434.243-3344.
- You may come in person to our office to get the W-2, or ask for it to be faxed or mailed to your home address after providing us with the last four digits of your Social Security number
- Security reasons prevent UVA from emailing a copy

Why doesn't the amount in Box 1 (Wages, Tips and Other Compensation) match the total gross earnings on my last payslip of the year?

- The W-2 Box 1 amount is federal taxable wages
- Federal taxable wages equal Gross Earnings minus pre-tax deductions such as health/dental/vision insurance, parking, retirement contributions, Tax Deferred Savings Plans like 403(b) and 457 retirement accounts, and FSA Medical and Dependent Care

Why doesn't the amount in Box 3 (Social Security Wages) match the total Gross Earnings on my last payslip of the year?

The W-2 Box 3 amount is taxable wages subject to Social Security taxes. This differs from your Gross Earnings because there are certain deductions that reduce your Social Security taxable wages, such as the pre-tax medical/dental and vision insurance, pre-tax parking deductions, and FSA Medical and Dependent Care.

- Retirement deposits and Tax Deferred Savings Plans do not reduce your Social Security taxable wages
- There is also a [cap on Social Security taxable wages](#) each year

- Employees with earnings in excess of this cap will no longer have a deduction for Social Security tax for the remainder of that year

Why doesn't the amount in Box 5 (Medicare Wages) match the total Gross Earnings on my last payslip of the year?

The W-2 Box 5 amount is taxable wages subject to Medicare taxes. This differs from your Gross Earnings because there are certain deductions that reduce your Medicare taxable wages, such as pre-tax medical/dental and vision insurance, pre-tax parking deductions, and FSA Medical and Dependent Care.

- Retirement deposits and Tax Deferred Savings Plans do not reduce your Medicare taxable wages
- Medicare taxable wages do not have a cap amount in the year

Where can I find explanations of the boxes and associated codes found on the W-2 form?

The explanations of these codes can be found on the reverse side of your W-2 form.

Why don't I have any Social Security or Medicare Wages reported on my W-2 form?

- UVA students enrolled on at least a half-time schedule are exempt from Social Security and Medicare taxes
- Certain foreign nationals on specific visas also are exempt from these taxes

My address is not correct on my W-2 Form. Do I need a corrected W-2 form?

No, address changes do not require a corrected W-2 form.

Are all days worked in December included in my current year's W-2 form?

For tax reporting purposes, wages are reported when they are paid, rather than when they are earned. Any December days worked and not actually paid in that month are considered earnings in the new year.

My salary is higher this year than last year, but my W-2 earnings are less this year.

- You should ensure that your pre-tax deductions (health insurance, retirement, etc.) have not changed drastically from one year to the next

- Check to see if you received any type of bonus in the prior year that would have increased your total gross pay
- If you did not receive a bonus in the current year as well, that would make it appear that you earned less in the current year despite having a higher base salary

I am a current employee and have misplaced my W-2 form and the deadline is approaching to file my tax return. Can I get another copy?

You can download an identical W-2 reprint from the Employee Self Service website. We don't provide reprints.

Who do I call if I have questions on my W-2 Form?

If this online W-2 FAQ section does not help, please contact the HR Solution Center at AskHR@virginia.edu or 434.243-3344.

Who do I call if I am expecting a Form 1099?

The Finance - Payroll Department does not handle Form 1099. Please contact Procurement Services at 434.924.4212.