

## Employee W2

Employees may view their W-2 online utilizing the self-service menu item in the Oracle Administrative System. The online W-2 is an official statement that can be used for filing. The form is also mailed to the employee's address of record on or before January 31<sup>st</sup> of each year. If an employee has two local taxing authorities (i.e. city and county) the online W-2 and the mailed W-2 will reflect both city and county taxes.

### UAB Self Service Applications → Employee W2

The W-2 will load in the self-service window as a Microsoft Adobe document. The document will include four (4) **FORM W-2 WAGE AND TAX STATEMENT** forms.

**Form W-2 Wage and Tax Statement**

Employee Name John A. Brown      Employee Number 1234567  
 Organization Email Address BlazerID@uab.edu      Business Group 11111111A UAB

Select Organization/Year: 11111111A UAB-2004 Go

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OMB No. 1545-0008      Department of the Treasury—Internal Revenue Service

Control number 59003816		Employer identification number 123456789		<b>COPY B To Be Filed With Employee's FEDERAL Tax Return</b>			
Employer's name, address and zip code University of Alabama at Birmingham Bham Main Campus Birmingham AL 35294				1 Wages, tips, other compensation 45,000.00		2 Federal income tax withheld 5,500.00	
Employee's first name and initial John A.		Employee's social security number 111-11-1111		3 Social security wages 48,000		4 Social security tax withheld 1,500.00	
Last name Brown		7 Social security tips		5 Medicare wages and tips 48,000		6 Medicare tax withheld 425.00	
111 Hilltop Road Any City Any State, AL Zip Code		8 Allocated tips		10 Dependent care benefits		11 Nonqualified plans	
Employee's address and ZIP code		9 Advance EIC payment		13 Statutory Employee <input type="checkbox"/>		14 Other	
15 State AL		12a C 50.00		Retirement Plan <input checked="" type="checkbox"/>			
Employer's State ID number 123456		12b B 4,800.00		Third-party sick pay <input type="checkbox"/>			
16 State wages, tips etc. 46,500.00		12c					
17 State income tax 975.00		12d					
18 Local wages, tips etc. 48,000.00				19 Local income tax 480.00		20 Locality name Birmingham	
19 Local income tax 240.00						Jefferson	
<small>This information is being furnished to the Internal Revenue Service</small>							

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OMB No. 1545-0008      Department of the Treasury—Internal Revenue Service

**Form W-2 Wage and Tax Statement 2004**

**COPY C For EMPLOYEE'S RECORDS. (See Notice to Employee on back of**

Control number      Employer identification number

1 of 2

## Employee W2

The second page of the document contains the instruction/definition page found on the back of the mailed W2.

**Form W-2 Wage and Tax Statement**

Employee Name John A. Brown  
Organization Email Address BlazerID@uab.edu  
Employee Number 1234567  
Business Group 11111111A UAB

Select Organization/Year 11111111A UAB-2004 [Go]

**Notice to Employee**

**Refund.** Even if you do not have to file a tax return, you should file to get a refund if box 2 shows Federal income tax withheld or if you can take the earned income credit.

**Earned income credit (EIC).** You must file a tax return if any amount is shown in box 9.

You may be able to take the EIC for 2004 if: **(a)** you do not have a qualifying child and you earned less than \$11,490 (\$12,490 if married filing jointly), **(b)** you have one qualifying child and you earned less than \$30,338 (\$31,338 if married filing jointly), or **(c)** you have more than one qualifying child and you earned less than \$34,458 (\$35,458 if married filing jointly). You and any qualifying children must have valid social security numbers (SSNs). You cannot take the EIC if your investment income is more than \$2,650. **Any EIC that is more than your tax liability is refunded to you, but only**

**Clergy and religious workers.** If you are not subject to social security and Medicare taxes, see **Pub. 517**, Social Security and Other Information for Members of the Clergy and Religious Workers.

**Corrections.** If your name, SSN, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file **Form W-2c**, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, SSN, or money amount error reported to the SSA on Form W-2. If your name and SSN are correct but are not the same as shown on your social security card, you should ask for a new card at any SSA office or call 1-800-772-1213.

**Credit for excess taxes.** If you had more than one employer in 2004 and more than \$5,449.80 in social security and/or Tier 1 railroad retirement (RRTA) taxes were withheld,

To print the W2 form, click the **printer icon** on the Adobe PDF toolbar.

