

2020 W-2

Frequently Asked Questions for Former City of Dallas Employees

1. **If I am no longer an active employee with the City of Dallas, will my W-2 be mailed?**

Yes, all former employees W-2's will be mailed to the home address on file in Workday. Former employees can validate the mailing address on their last paystub from the City.

2. **When will my W-2 be mailed?**

Per IRS Regulations, 2020 W-2's must be postmarked by February 1, 2021 since January 31, 2021 falls on a Sunday.

3. **Is the on-line version acceptable to be used to file my taxes?**

Yes, it is acceptable.

4. **My W-2 Box 1 does not match my total wages for the year in my paystub. Why?**

Your total wages on your paystub reflect gross wages. Some deductions on your paycheck may be non-taxable. Refer to the IRS web site for instructions on how to read your W-2, visit the Internal Revenue Service website at <https://www.irs.gov/pub/irs-pdf/iw2w3.pdf> (Specific Instruction for Form W-2, pages 14- 21).

5. **My W-2 Box 1 is higher than my Annual Salary?**

If you are a civilian employee, in Calendar Year 2020, you received 27 pay period payments instead of 26. The one additional pay period for 12/31/2020 check date is the reason you are seeing a higher amount in your W-2.

6. **Why do I have a dollar amount in Box 12C?**

In 2020, the City increased the amount of Group Term Life (GTL) insurance coverage for regular full time and part time employees from \$50,000 to \$75,000. The IRS requires that employees pay taxes on the premium amount over \$50,000. The GTL premium that you paid taxes on is reported on Box 12 Code C. Federal withholding and Medicare taxes were calculated on the GTL amount.

7. **My W-2 does not show my Retirement Contribution on Box 14. Why?**

Please see City Announcement on W-2 Box 14 below.

8. **When will I receive my Proof of Insurance IRS form 1095B?**

The proof of insurance form 1095, will be mailed by the City of Dallas third party vendor, UnifyHR. These will be mailed by March 31, 2021 due to the IRS

January 26, 2021

extension. Proof of Insurance is not required to be submitted or filed with your tax return. If you do not receive it, please open a ticket with the HelpDesk for the HR Benefits team to follow-up.

9. What if I do not receive my W-2?

If you are a former employee, check your last payslip and validate your address. If the address is incorrect, notify HRIS department with the correct address and another copy will be mailed to you.

10. When will Reprinted W-2's be mailed?

Starting February 15, 2021 requests for reprints will be honored. This allows us time to receive undelivered W-2's back from the post office.

11. If I am a former employee, can I still access my W-2 from Workday Employee Self-services?

No, CCO payroll will print and mail to your home address.

12. If I still have questions about my W-2, who do I contact?

For further questions, notify CCO Payroll by emailing 1234@cityofdallascityhall.com or call 214-670-1234 and a ticket will be opened for your issue.

W-2 BOX 14 Information Only

Questions pertaining to Box 14 on the W-2 form have arisen. Please note that Box 14 is an information only box that is not required for tax return filing.

For more information on the use of box 14, please review Internal Revenue Service website <https://www.irs.gov/pub/irs-pdf/iw2w3.pdf>, and see Specific Instruction for Form W-2 box 14 on page 22.

If you are interested in knowing what your annual pension contribution is, please review your last pay slip of 2020 for the total employee retirement contribution information.

The information can be found on your last pay slip.