

## **2002 W-2 Acceptance Test Process For Pay Period 22, 2002**

### **Background:**

The National Finance Center (NFC) is requesting customer participation in the 2002 W-2 acceptance test scheduled for PP22.

### **Testing Process:**

- The Department/Agency (D/A) test sample
  - The sample of Social Security Numbers (SSN's) will be defined by the D/A, along with a VIP list, as requested.
  - The D/A will be given an October 11 deadline for providing your Customer Service Representative (CSR) with SSN's in an electronic file.
  
- NFC and D/A Actions
  - NFC will mail one set of advance copies of W-2's (blue paper with "DRAFT") to the D/A designated control point for distribution.
  - The D/A will be responsible for validating the information on the test W-2's and subsequent signoff procedures. The D/A will forward a note of concurrence to the CSR. If the CSR does not receive a response to the signoff procedure from a D/A, NFC will consider the non-response as acceptance of the test data as correct.
  
- NFC will establish a HELPDESK to field inquiries from the D/A points of control
  - NFC will staff the help desk for two weeks (10 workdays tentatively scheduled for 12/3 through 12/14).
  - A template to report W-2 inquiries is included as Attachment 2.
  - Control points will coordinate and consolidate inquiries from the D/A testers and forward to the NFC HELPDESK. The phone number will be provided at a later date.
  - Inquiries from the control points will be researched and resolved.

## 2002 W-2 Test Inquiries

Date:

Agency:

Agency Contact Person:

Agency Phone No.:

W-2 SSN:

W-2 Name:

W-2 Box No(s):

Amount reported in Box No(s):

Amount that you believe should be in Box No(s):

Brief explanation of issue:

What is being used to identify the problem (Ex. EARN, PINQ, etc., Please send the documentation):

Helpful hints:

Box 1 (Wages, tips, other compensation) includes Taxable Fringe Benefits (parking, taxable life insurance, etc). The earnings statement Gross does not include taxable fringe benefits. Make sure to add the Taxable Fringe Benefits to the earnings statement Gross before comparing to the Box 1 amount.

When comparing Box 1 to Box 3 (Social Security Wages) or Box 5 (Medicare Wages and tips) remember that social security and medicare taxes are not taken on Nontaxable Health Insurance but are taken on TSP, 401K, and 403B deductions.