

PLEASE POST

MONTGOMERY COUNTY PUBLIC SCHOOLS PAYROLL INFORMATION FOR CY2023 INCOME TAX RETURNS

Wage and Tax Statement (W-2 Form)

The calendar year 2023 W-2 forms will be distributed electronically by the Internal Revenue Service (IRS) deadline of January 31, 2024. Those employees who authorized web delivery of their tax forms can expect to access their W-2s sooner than those who opt to receive a hard copy.

The form should be checked for accuracy. Name, address or social security number changes should be submitted on MCPS Form 445-1A, *Change in Personal Information for MCPS Employees* to the Employee and Retiree Service Center (ERSC). **An incorrect name, spelling or address does not invalidate the W-2 form.**

A separate W-2 will be issued to employees who had state income taxes withheld from more than two states. **Tax-sheltered annuity deductions are excluded from gross wages for Maryland, Virginia, West Virginia, and the District of Columbia, but not for Pennsylvania.**

Duplicate W-2 Forms

Duplicate W-2 forms for the current year and the past five years may be obtained only by downloading and printing copies via the [Employee Self-Service \(ESS\) web page](#). Detailed instructions are available on the [Tax Information web page](#).

Worker's Compensation Payments

Worker's compensation payments are not considered wages and are not included on the W-2 form. The W-2 has been adjusted to exclude worker's compensation payments and the refunded taxes.

Wage and Tax Boxes on W-2

Box 1-Wages, tips, and other compensation. This amount is your final 2023 pay stub gross wages, deductions for TSA 403(b) and 457(b) - Box 12; retirement/pension - Box 14; dependent care - Box 10; health insurance; and medical reimbursement program (Maximum \$3,050); PLUS imputed premium for group term life insurance coverage over \$50,000 - Box 12; and miscellaneous income (Auto allowance, auto usage, academic leave retirement contributions paid by MCPS, and includable moving expenses).

Box 3-Social Security (OASDI) wages (maximum \$160,200). This amount is your final 2023 pay stub gross wages LESS deductions for dependent care - Box 10; health insurance; and medical reimbursement program (Maximum \$3,050); PLUS imputed premium for group term life insurance coverage Box 12; and miscellaneous income.

Box 5-Medicare wages and tips (no maximum). This amount is your final 2023 pay stub gross wages LESS deductions for dependent care - Box 10; health insurance; medical reimbursement program (Maximum \$3,050); PLUS imputed premium for group term life insurance coverage - Box 12; and miscellaneous income.

Box 10-Dependent care benefits - deduction for 2023. (Maximum \$5,000 for single filers and married filing jointly, \$2,500 if married and filing separately).

Box 12-Adjustments to wages (amounts added/subtracted). Code C premium for life insurance greater than \$50,000 = imputed group term life insurance income; Code E, TSA = 403(b) tax sheltered annuity deduction; Code G, 457(b) deferred compensation plan; Code DD, Cost of Employee and Employer health coverage. The amount reported with Code DD is not taxable

Code C Group Imputed Premium for Term Life Insurance Coverage over \$50,000 Premiums (Insurance 50K+)

For employees in the benefit plan with a base salary of more than \$25,000, the cost of the life insurance premium for more than \$50,000 coverage paid by MCPS (less any amount paid by the employee) is included as taxable wages on the W-2. Items affected are Box 1—Wages; Box 3—Social Security wages; and Box 5—Medicare wages. Social Security taxes withheld are reflected in Box 4, and Medicare tax withheld is reflected in Box 6.

Code E Tax-Sheltered Annuity (TSA)—403(b) TSA deductions are exempt from federal and Maryland income taxes. Non-Maryland residents should check the income tax regulations for their states. TSA deductions are shown in Box 12 (403b).

Limits on Elective TSA – The cap on TSA contributions is \$22,500. Those age 50 or older by year-end may contribute an additional \$7,500, making their combined contribution limit \$30,000 in 2023. Please check with your TSA representative regarding this exception and any changes to calendar year 2023 limits.

Changes to TSA – PLEASE REVIEW YOUR TSA DEDUCTIONS AND LIMITS. To make changes in your TSA, forward your request to **your carrier**. After review and approval, it will be sent to ERSC.

Code G 457(b) Deferred Compensation Plan deductions are exempt from Federal and Maryland income taxes. 457(b) deductions are shown in Box 12.

Limits on 457(b) in 2023, employees may contribute 100 percent of salary up to \$22,500 to a 457(b) plan. Those age 50 or older by year-end may contribute an additional \$7,500, making their combined contribution limit \$30,000 in 2023. Please check with your TSA representative regarding this exception and any changes to calendar year 2023 limits.

Box 13-Retirement Plan, will be marked if you were an “active” participant in the MCPS and/or state retirement/pension plans during any part of the calendar year, or if you had 403(b) deductions.

Box 14-Other (amounts subtracted from gross wages). Code STPICKUP, State Retirement/Pension Employee Contribution; Code STPICKUP has been subtracted from gross wages in box 1 only.

**Non-Elective Retirement/Pension Employee Pretax Contributions
(State)**

This data is being provided for information purposes only. None of the published IRS codes are applicable when preparing tax returns using PC software. The amount shown has already been deducted from Box 1 - Wages, tips, other compensation.

District of Columbia, Pennsylvania, Virginia, West Virginia Residents only:

Code STPICKUP displays employee contributions, if any, to the state retirement/pension systems.

Maryland residents only:

Code STPICKUP Maryland state retirement pickup amount **\$X,XXX.XX**. If you are a member of the retirement/pension systems and are receiving a *Maryland* W-2, the display of this item is for the Maryland State Income Tax Division. **While this amount is deferred for federal purposes, it is not for the state of Maryland.** The Maryland state income tax return requires federal adjusted gross income to be used as a starting point. The state pickup amount is added back to gross income at a different point within your Maryland state income tax return.

Box 16 – State Wages, Tips, etc. Maryland, District of Columbia, Virginia, and West Virginia Residents: These states/district income tax forms require the federal adjusted gross income from your completed federal income tax form to be used as the starting point in order to obtain the required state/district starting gross income data.

Pennsylvania residents:

The W-2s will display a state gross amount in Box 16 because Pennsylvania taxable income regulations do not adhere to federal regulation as do the previous jurisdictions.

Box 17 – State and Local Income Tax: State income tax and local income tax withholdings have been added together to obtain total taxes and are displayed in Box 17.

Academic or Professional Leave With Benefits

MCPS contributions to the state and/or MCPS retirement pension systems are considered fringe benefit compensation and are reflected in Boxes 1, 3, 5, and 16.

FICA

The FICA tax is divided into Social Security (OASDI) and Medicare. The 2023 Social Security tax is 6.2 percent on a maximum salary of \$160,200 (maximum deduction of \$9,932.40). The Medicare tax is 1.45 percent on all taxable wages (no maximum).

Under the 2010 Patient Protection and Affordable Care Act beginning in 2013, the employer must withhold the additional 0.9% Medicare tax in the pay period in which the employee's calendar-year wages subject to Medicare tax exceed \$200,000, regardless of the employee's filing status or other income.

Salary Overpayments

Employees who made salary overpayment reimbursement to MCPS may qualify for an adjustment to their income tax returns. Publication 525 from the IRS provides information regarding these repaid amounts.

Independent Activity Fund (IAF)

IAF wages in excess of \$15/day that are reported to Financial Services (Form 280-46) or reported to payroll are included on the W-2 form in Boxes 1, 3, 5, and 16.

Medical Expense Contributions

Calendar year 2023 health insurance and medical reimbursement program payroll deductions have been subtracted from federal, state, Social Security (OASDI), and Medicare wages and therefore cannot be taken as itemized deductions on your income tax return.

FICA Exempt Sick Leave

Sick leave pay is exempt from Social Security (OASDI) taxes and Medicare taxes only if sick leave is paid continuously for six months or more. A return to work for one day voids the exemption and requires a new six-month continuous waiting period. If you believe you qualify for an exemption, please make a request in writing to ERSC. Refunds can take from 6 to 12 months.

Helpful Contacts and Free Information

FEDERAL INCOME TAX - Forms only/walk-in questions

Internal Revenue Service
6010 Executive Blvd, Ste 100 Rm 103
Rockville, Maryland 20852
Telephone: 1-800-829-1040 (Tax Information)
or 240-613-8976
Website: <https://www.irs.gov/help/contact-my-local-office-in-maryland>

SOCIAL SECURITY

315 North Washington Street
Rockville, Maryland 20850
Telephone: 301-413-0304 or 1-800-772-1213
Fax: 1-833-341-2702

Suite 340
10230 New Hampshire Avenue
Silver Spring, Maryland 20903
Telephone: 1-800-772-1213
Fax: 1-833-597-0155
Website: www.ssa.gov

RETIREMENT

Maryland State Teacher Retirement/Pension System
120 East Baltimore Street, 14th Floor
Baltimore, Maryland 21202-6700
Telephone: 1-800-492-5909 or 1-410-625-5555
Website: www.sra.state.md.us
Email: SRA@sra.state.md.us

MCPS Employee and Retiree Service Center
45 West Gude Drive, Suite 1200
Rockville, Maryland 20850
Telephone: 301-517-8100
Fax: 301-279-3642
Website: <https://www2.montgomeryschoolsmd.org/departments/ersc/>

MARYLAND INCOME TAX

Income Tax Division
Comptroller of the Treasury
11002 Veirs Mill Road, Suite 408
Wheaton, Maryland 20902-2574
Telephone: 301-942-5400
Website: www.comp.state.md.us

OTHER AREAS

D.C. INCOME TAX

Government of District of Columbia
Office of Tax and Revenue
1101 4th Street. SW, Suite W270
Washington, D.C. 20024
Telephone: 202-727-4829
Website: www.cfo.dc.gov

WEST VIRGINIA INCOME TAX

West Virginia State Tax Department
Taxpayer Services Division
1124 Smith Street,
Charleston, West Virginia 25301
Telephone: 1-304-558-3333 or
1-800-982-8297
Website: <http://tax.wv.gov/Individuals>

VIRGINIA INCOME TAX

State of Virginia
Virginia Department of Taxation
P.O. Box 1115
Richmond, Virginia 23218-1115
Telephone: 1-804-367-8031
Website: www.tax.virginia.gov/

Arlington County

Telephone: 703-228-4000

Alexandria City

Telephone: 703-746-3909

Fairfax County

Telephone: 703-222-8234, #7 for
Inc. Tax

Falls Church City

Telephone: 703-248-5065

Fairfax City

Telephone: 703-385-7900/7885

Loudoun County

Telephone: 703-777-0280

Manassas City

Telephone: 703-257-8298

Manassas Park City

Telephone: 703-335-8835

Prince William County

Telephone: 703-792-6710

PENNSYLVANIA INCOME TAX

Pennsylvania Department of Revenue
Dept. 280504
Harrisburg, Pennsylvania 17128-0504
Telephone: 1-717-787-8201
Taxpayers with special hearing and
speaking needs may call 1-800-447-3020
(TT only).
Website:
<https://www.revenue.pa.gov/Pages/default.aspx>