

Copy C for employee's records.			
d Control number	Dept.	Corp.	Employer use only
KG/794			2
c Employer's name, address, and ZIP code			
<b>794</b>			
e/f Employee's name, address, and ZIP code			
b Employer's FED ID number		a Employee's SSA number	
87-4353961			
1 Wages, tips, other comp.	2 Federal income tax withheld		
31500.00	1908.22		
3 Social security wages	4 Social security tax withheld		
31500.00	1953.00		
5 Medicare wages and tips	6 Medicare tax withheld		
31500.00	456.75		
7 Social security tips	8 Allocated tips		
9	10 Dependent care benefits		
11 Nonqualified plans	12a See instructions for box 12		
14 Other	12b		
	12c		
	12d		
	13 Stat emp Ret. plan 3rd party sick pay		
15 State Employer's state ID no.	16 State wages, tips, etc.		
	31500.00		
17 State income tax	18 Local wages, tips, etc.		
1489.65			
19 Local income tax	20 Locality name		

\*\*\*\*\* TOTALS \*\*\*\*\*  
 For : BATCH NO. 2023/4/90395  
 For : COMPANY KG/794  
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## Balancing Form W-2/W-3 Totals to the Wage and Tax Register

The Internal Revenue Service (IRS) stipulates that Box 15 of paper Form W-3 (State and Employer's State ID Number) contain the two letter state abbreviation and the employer's state identification number. If the W-2 forms being filed with the W-3 contain wage and income tax information for multiple states, an "X" should be entered under "State" and no state I.D. should be shown. (Note: Clients using the ADP Tax Filing Service or receiving a federal CD-ROM for filing will not receive a copy of Form W-3. Your magnetic media filing will be populated correctly.)

The total state and/or local wages and income tax withheld in W-2 boxes 16-19 should be reported in the corresponding W-3 boxes. If multiple states and/or locals are being reported on the W-2s, a sum total of the various states/locals should be reported.

Although individual state/local specific W-2 forms are produced for employees with earnings in multiple states/localities, there is only one total box on form W-3. If you have employees with earnings in multiple states and/or localities the total wages for these employees will display opposite the wording "Total Copy 2 State Wages" or "Total Copy 2 Local Wages".

When balancing your Form W-2 totals to your Wage and Tax Register, the following formulas should be used:

**From the W-2:**

- 'State Wages (Box 16)'
- plus 'Total Copy 2 State Wages'

Totals from the W-2 calculations above will equal totals from Wage and Tax Register calculations below.

**From the Wage and Tax Register:**

- 'State Wages' (Jurisdictional Recap)
- plus 'State 2 Wages' (Jurisdictional Recap)
- minus 'Puerto Rico State Wages' (Jurisdictional Recap)
- minus 'Virgin Island State Wages' (Jurisdictional Recap)

**From the W-2:**

- 'Local Wages (Box 18)'
- plus 'Total Copy 2 Local Wages'

**From the Wage and Tax Register:**

- 'Local Wages' (Taxable)\*\* (Jurisdictional Recap)
- plus 'Local 2 Wages' (Taxable)\*\* (Jurisdictional Recap)
- plus 'Local 9 Wages' (Taxable)\*\* (Jurisdictional Recap)
- plus 'Local 10 Wages' (Taxable)\*\* (Jurisdictional Recap)
- minus 'Oregon Local Wages' (Jurisdictional Recap)
- minus Other locals where W-2 Local Wage reporting is not required (e.g. St. Louis Expense Tax, ER Paid Taxes, or others with no EE deduction.)

\*\* Local Wages (Subject)/Local 2 Wages (Subject), and not Local Wages (Taxable)/Local 2 Wages (Taxable), should be used for balancing the following Kentucky localities: Burkesville, McLean County, Ohio County, West Point County, Wilder, and for the following Ohio local: Mercy West JEDD III. Subject wages, and not taxable wages, are required in box 18 of Form W-2 for these localities.

**Note:** Jurisdictional Recap pages are not produced if there is only a single jurisdiction for the company. In that case the Company Total page can be used. Wages for non-employee taxing locals are not included on the Company Total page. The Jurisdiction Recap pages must be used when employees have multiple jurisdiction movement.

Also subtract any "credit" employee state/local total wages found on the SIT Credit Report Company Total Page, if present. Do not subtract if the employee state total wages are also included in the state total wages on the Puerto Rico or Virgin Island Jurisdictional Recap (this would result in duplication).

**Note:** If you have New York State, New York City, or Yonkers, New York employees, remember that New York requires the reporting of federal wages in the state/city wage boxes on Form W-2 and not actual state/city wages. Because the federal wages may differ from state/city wages, the following steps should be added to the balancing steps above:

**From the W-2:**

- plus Actual New York State (or Local) Wages
- minus New York State (or Local) Federal Wages

**Box 12 Other:** The IRS does not require a W-2 when the only thing to report is the cost of employer-sponsored health coverage (Code DD). Therefore if Code DD is the only qualifying item for the employee W-2, it will not be produced nor will the amount be included in the W-2 totals. It will be included on the Wage and Tax Register for reference.

**Box 14 Other:** New Mexico State Disability Insurance (SDI) tax withheld is not required to be displayed on the state W-2 nor is it included in total SDI withheld on the federal W-2. It is, however, included on the Wage and Tax Register for reference.

Washington Paid Family and Medical Leave Insurance (FLI/MLI) tax withheld is not required to be displayed on any W-2 but is included on the Wage and Tax Register for reference. Massachusetts Paid Family and Medical Leave Insurance (FLI/MLI) tax paid by the employee is required to be displayed on the W-2 (tax withheld less amount paid by the employer on behalf of the employee). The tax withheld and the amount paid by the employer on behalf of the employee are included on the Wage and Tax Register for reference.