

Attention:

- By January 31, 2024, the Employer is responsible for providing the W-2 forms to the Employee and/or notifying the Employee they are available in their Employee Portal.
- The forms must be printed by the Employer or Employee through the Employee Portal.
- Using a standard printer, you can print the forms on plain white paper. No special paper or envelopes are required. However, the forms must be legible.
- W-2 forms will NOT be mailed by the payroll service provider.
- If you provide employees with electronic forms W-2 only, you may need them to consent to not receiving a paper copy. Check with your legal or financial advisor for IRS requirements.

Instructions for W-2 Distribution and Filing

- Copy A is for the Employer and is provided for **informational purposes only**. The Employer should keep this for their records as it is a copy of what has been submitted to the Social Security Administration (SSA).
- Copy D is an extra copy for the Employer and is their copy to keep on file.
- Copies 1, B, C and 2 are for the Employee.

Please note, if the Employee worked in multiple states, a W-2 form will be available for each state and the same instructions apply. For any questions or corrections regarding the form, the Employee must reach out to the Employer.

Employers, Please Note-

Specific information needed to complete Form W-2 is available in a separate booklet titled the 2023 General Instructions for Forms W-2 and W-3. You can order these instructions and additional forms at www.irs.gov/OrderForms.

Caution: Do not send the SSA Forms W-2 and W-3 that you have printed from IRS.gov. The SSA is unable to process these forms. Instead, you can create and submit them online. See E-filing, later.

Due dates. By January 31, 2024, furnish Copies B, C, and 2 to each person who was your employee during 2023. Mail or electronically file Copy A of Form(s) W-2 and W-3 with the SSA by January 31, 2024. See the separate instructions.

Need help? If you have questions about reporting on Form W-2, call the information reporting customer service site toll free at 866-455-7438 or 304-263-8700 (not toll free). For TTY/TDD

equipment for persons who are deaf, hard of hearing, or have a speech disability, call 304-579-4827 (not toll free).

E-filing. See the 2023 General Instructions for Forms W-2 and W-3 for information on when you're required to file electronically. Even if you aren't required to file electronically, doing so can save you time and effort. Employers may now use the SSA's W-2 Online service to create, save, print, and submit up to 50 Form(s) W-2 at a time over the Internet. When you e-file with the SSA, no separate Form W-3 filing is required. An electronic Form W-3 will be created for you by the W-2 Online service. For information, visit the SSA's Employer W-2 Filing Instructions & Information website at www.SSA.gov/employer.

Future developments. Information about any future developments affecting Form W-2 and its instructions (such as legislation enacted after we release them) will be posted at www.irs.gov/FormW2.

22222		VOID <input type="checkbox"/>	a Employee's social security number 293-15-2373		For Official Use Only OMB No. 1545-0008		
b Employer identification number (EIN) 87-3166971				1 Wages, tips, other compensation 5600.00		2 Federal income tax withheld 275.00	
c Employer's name, address, and ZIP code OLIVER INFO TECH LLC 133 RIVER BRIDGE LANE LEXINGTON SC 29073				3 Social security wages 5600.00		4 Social security tax withheld 347.20	
				5 Medicare wages and tips 5600.00		6 Medicare tax withheld 81.20	
				7 Social security tips		8 Allocated tips	
d Control number				9		10 Dependent care benefits	
e Employee's first name and initial RAJAKUMAR		Last name DURGAJAYARAJ		Suff.		11 Nonqualified plans	
3937 CREEK CROSSING DRIVE PLANO TX 75093				13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>		12a See instructions for box 12 C o d e	
				14 Other		12b C o d e	
						12c C o d e	
f Employee's address and ZIP code						12d C o d e	
15 State SC	Employer's state ID number 111522479		16 State wages, tips, etc. 5600.00	17 State income tax 307.03	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

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

2023

Department of the Treasury—Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Copy A—For Social Security Administration. Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

Cat. No. 10134D

Do Not Cut, Fold, or Staple Forms on This Page

VOID <input type="checkbox"/>		a Employee's social security number 293-15-2373		OMB No. 1545-0008									
b Employer identification number (EIN) 87-3166971			1 Wages, tips, other compensation 5600.00		2 Federal income tax withheld 275.00								
c Employer's name, address, and ZIP code OLIVER INFO TECH LLC 133 RIVER BRIDGE LANE LEXINGTON SC 29073			3 Social security wages 5600.00		4 Social security tax withheld 347.20								
			5 Medicare wages and tips 5600.00		6 Medicare tax withheld 81.20								
			7 Social security tips		8 Allocated tips								
d Control number			9		10 Dependent care benefits								
e Employee's first name and initial RAJAKUMAR		Last name DURGAJAYARAJ		Suff.		11 Nonqualified plans		12a See instructions for box 12 C o o d e					
3937 CREEK CROSSING DRIVE PLANO TX 75093			13 Statutory employee <input type="checkbox"/>		Retirement plan <input type="checkbox"/>		Third-party sick pay <input type="checkbox"/>		12b C o o d e				
			14 Other						12c C o o d e				
									12d C o o d e				
f Employee's address and ZIP code													
15 State SC		Employer's state ID number 111522479		16 State wages, tips, etc. 5600.00		17 State income tax 307.03		18 Local wages, tips, etc.		19 Local income tax		20 Locality name	

Form **W-2** Wage and Tax Statement
Copy D—For Employer

2023

Department of the Treasury—Internal Revenue Service

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.