



## Santa Clara County Office of Education

Charles Weis, Ph.D.  
County Superintendent of Schools

# Informational Bulletin

*For Santa Clara County Districts*

### District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 12-097

Date: January 30, 2012

To: District Fiscal Directors  
District Payroll and Human Resource Directors

From: Cathy McKim

Re: 2011 W-2 Form Notice

---

The purpose of this bulletin is to follow up with you regarding the 2011 W-2 reports. All districts should have received their employee's W-2 Forms and per IRS guidelines, must be furnished to your employees on or before January 31, 2012.

Please be advised that we are aware that there is a misprint on the Form W-2 and can assure you that this will not cause problems during employee tax filings. The misprint will appear in Box 13 (Retirement Plan) and will contain an "XX"; but there will be no corresponding retirement amount (RET TS) in box 14 (Other). This error may appear for employees who are not CalSTRS or CalPERS members but have received earnings as a Classified or Certificated Hourly/Daily employee during the 2011 calendar year.

It is not necessary for your employees to have a new Form W-2 printed, as this does not affect their taxable wages and will not deter anyone from filing their tax returns; however, they can provide this document to their tax preparer, if they feel the need to do so.

Employees who are members of CalSTRS or CalPERS will accurately print the "XX" in Box 13 (Retirement Plan) AND a corresponding retirement amount (RET TS) in box 14 (Other).

Please share this information as deemed appropriate.