Correcting 2016 Form W-2 errors
When, why and how to correct 2016 Form W-2 errors

Have you discovered errors in your 2016 Form W-2? That’s OK. It happens. But now it’s important to understand which mistakes require your attention, how to fix them and what deadlines apply.

In this special report, we offer you Form W-2c essentials, including:

- How to fix these 10 common 2016 errors:
  - Wrong amount reported for employer-sponsored health insurance in box 12, Code DD
  - Excess contributions to a qualified retirement plan (e.g., 401(k))
  - Excess contributions to a flexible spending account
  - Excess contributions to a Health Savings Account
  - Missing or incorrect employee name or Social Security Number
  - Error in employer name or address
  - Incorrect Employer Identification Number or tax year
  - Insufficient Additional Medicare Tax or federal income tax withholding
  - Incorrect use of box 13 “retirement plan” indicator

- Form W-2c mechanics
  - Timing for correcting errors
  - When small-dollar errors don’t have to be corrected
  - Penalties for filing late or incorrect Forms W-2
  - Employer liability for tax preparation and other costs incurred by employees because of a Form W-2c
  - Considerations when issuing a replacement Form W-2
  - Other payroll tax returns affected by a Form W-2c
  - Sample employee request for a Form W-2/W-2c replacement

For the Forms W-2 filing due dates, see our special report here.

For the top 10 frequently asked questions for preparing Forms W-2, see our report here.

For all of our year-end essentials, see our website here.
Ten common 2016 Form W-2 errors and how to fix them

Despite best efforts to produce accurate Forms W-2, employees and their tax advisors may raise questions that bring some errors to light. Here we will discuss the top 10 Form W-2 errors for tax year 2016 and how to fix them.

1. An incorrect amount was reported in box 12, Code DD (aggregate value of employer-sponsored health coverage)

Employers most frequently debate the need for a Form W-2c when the only correction involves errors in box 12 that have no clear consequence to employees or impact on other payroll tax returns. The need to correct box 12, Code DD, is an example of this type of error.

The IRS has clarified that if the employer provided health insurance to employees and failed to include the value in box 12, Code DD (applicable to employers that filed 250 or more Forms W-2 in 2015), or if the employer reported the incorrect amount, a Form W-2c is required. It makes no difference that the employee won't rely on this information. (IRS questions and answers on Form W-2 health insurance reporting, #13.)

Under IRC §6721 and §6722, penalties can be imposed for incorrect reporting in box 12, Code DD, of $260 per Form W-2 (for Copy A and Copy C) up to a maximum of $3,193,000 per tax year. (See page 9 for more information on Form W-2 reporting penalties.)

2. Excess contributions to a qualified retirement plan such as a 401(k)

With excess contributions to a qualified retirement plan such as a 401(k) or 403(b), the Form W-2 is not adjusted in any way. Instead, the employee is responsible for communicating information on excess deferrals so that a corrective distribution can be made from the trust plan administrator by the deadline of the first April 15th following the close of the individual's tax year. (Reg. §1.402(g)-1(e)(2)(i).)

Corrective distributions from a tax-qualified retirement plan are reported on Form 1099-R and not Form W-2. (Form 1099-R reporting instructions.)

3. Excess contributions to a health flexible spending account

For 2016, an employee's annual pretax contributions to a health flexible spending account (FSA) are limited to $2,550. (Rev. Proc. 2015-53.) If an employee's annual pretax contribution exceeded $2,550 in 2016, the excess should be refunded to the employee and the amount reflected as taxable wages in Form W-2c, boxes 1, 3 and 5.

The employer is liable for any Social Security and Medicare tax it failed to withhold and pay on this amount. The employer is also liable for any federal income tax and Additional Medicare Tax it failed to withhold. The liability for the federal income and Additional Medicare Tax can be abated (but not the penalties) by obtaining Form 4669 from the employee.

For the rates and limits that applied in 2016, see our report here.
4. Excess contributions to a Health Savings Account

If contributions are erroneously made to an employee's Health Savings Account (HSA) that exceed the maximum annual contribution allowed in IRC §223(b), the employer may correct the error in one of two ways. (*IRS Notice 2008-59.*)

1. The employer may request that the financial institution return the excess amount to the employer. If applicable, the employer refunds the excess contribution to the employee. The employer issues a Form W-2c showing a corresponding reduction in the amount reported in box 12, Code W.

2. The employer may choose not to recover the excess contributions. In that case, the excess contributions must be included in taxable wages on Form W-2, boxes 1, 3 and 5 and the Social Security and Medicare tax owed on the excess shown in boxes 4 and 6. If the excess amounts were not properly included on Form W-2, a Form W-2c will be necessary.

   If an increase is made to Form W-2c, boxes 1, 3 and 5, the employer is liable for any Social Security and Medicare tax it failed to withhold and pay on this amount. The employer is also liable for any federal income tax and Additional Medicare Tax it failed to withhold. The liability for federal income and Additional Medicare Tax can be abated (but not the penalties) by obtaining Form 4669 from the employee.

   • For the annual limits that applied to HSAs in 2016, see our report here.

5. Missing or incorrect name or Social Security Number

The IRS requires that employers correct errors made in the employee's name or Social Security Number (SSN). How to correct these errors depends on the facts and circumstances as shown in the chart below. (*General Instructions for Forms W-2 and W-3.*)

Keep in mind that an error includes leaving the employee name or SSN blank on the Form W-2 or showing the SSN as “000 00 0000” or “applied for” after a valid SSN is obtained from the employee.

Also remember that if employees have changed their name (e.g., marriage or divorce) they are required to complete Form W-4. Remind employees that if the last name on the Form W-4 differs from that on their Social Security card, they must check box 4 on the Form W-4.

<table>
<thead>
<tr>
<th>Nature of name or Social Security Number error</th>
<th>Correction to Form W-2c</th>
<th>Correction to Form W-3c</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee name or SSN was incorrectly reported on original Form W-2.</td>
<td>Complete boxes d-i for up to the statute of limitations. Tell employee to correct the Form W-2 attached to Form 1040.</td>
<td>Complete boxes d-j for at least up to the statute of limitations.</td>
</tr>
<tr>
<td>Employee obtains new or reissued Social Security card (e.g., change in US resident status or name change).</td>
<td>Complete boxes d-i only for most current year.</td>
<td>Complete boxes d-j only for most current year.</td>
</tr>
<tr>
<td>Name and SSN were blank on original Form W-2.</td>
<td>Call the Social Security Administration (SSA) at +1 800 772 6270 for instructions.</td>
<td>Call SSA at +1 800 772 6270 for instructions.</td>
</tr>
</tbody>
</table>
6. Incorrect employer name or address

The Form W-2 should reflect the employer’s name and address as shown on Forms 941, 941-SS, 943, 944, CT-1 or Schedule H (Form 1040). There is no mechanism for showing the previously reported and correct employer name or address on Form W-3c. The IRS states it will not use Form W-3c to correct the employer’s address of record. A change in the employer’s address is made by filing Form 8822-B, Change of Address or Responsible Party-Business, with the IRS. (General Instructions for Forms W-2 and W-3.)

Whether a penalty will apply for incorrectly reporting the employer’s name is uncertain. The IRS states in the Form W-2 instructions that an inconsequential error or omission is not considered a failure to include correct information for purposes of imposing the penalties under IRC §6721 and §6722.

An inconsequential error or omission is defined by the IRS as one that does not prevent or hinder the SSA or IRS from processing the Form W-2, from correlating the information required to be shown on the form with the information shown on the payee’s tax return or from otherwise putting the form to its intended use. Errors and omissions that are never inconsequential are those relating to:

- A Tax Identification Number
- A payee’s surname
- Any money amounts (General Instructions for Forms W-2 and W-3.)

Keep in mind that if the error in completing this field makes it such that the employee doesn’t recognize the employer name, this could result in employee confusion and concern sufficient to necessitate a correction.

7. Incorrect employee address

If the only error on the Form W-2 is the employee’s address, the employer has one of three options for correcting the error. But note that, regardless of the choice for correcting this error, a Form W-3c should not be filed with the SSA (unless, of course, you are correcting other errors on the Form W-2).

1. Give the employee a corrected Form W-2 with “reissued statement” printed on it
2. Mail the original Form W-2 to the employee's correct address
3. Issue a Form W-2c showing the correct address and all other correct information
When, why and how to correct 2016 Form W-2 errors

Continued

8. Incorrect Employer Identification Number or tax year

An error in the Employer Identification Number (EIN) or tax year on Form W-2 can create numerous time-consuming issues for employers, including a mismatch in the wages and taxes reported on Forms W-2 and those reported on Forms 941. For this reason, a penalty is imposed for EIN and tax year reporting errors.

Correcting the tax year or EIN reported on Form W-2 involves a two-step process. (General Instructions for Forms W-2 and W-3.)

Step 1: Correct the originally issued Forms W-2 by preparing Forms W-2c and W-3c as follows:

- Show the incorrect tax year in box c and/or the incorrect EIN in box b
- In the previously reported column, show the money amounts originally reported
- In the corrected amounts column, show zeros

Give employees a copy of Forms W-2c and file Forms W-2c and W-3c with the SSA.

Step 2: Correct the originally issued Forms W-2 by preparing Forms W-2c and W-3c as follows:

- Show the correct tax year in box c and/or the correct EIN in box b
- In the previously reported column, show zero in the money amounts
- In the corrected amounts column, show the money amounts originally reported

Give employees a copy of Forms W-2c and file Forms W-2c and W-3c with the SSA.
6. Key facts employers need to know about the Additional Medicare Tax

1. You can't withhold more or less than 0.9% on wages in excess of $200,000.
2. You can't refund excess Additional Medicare Tax withholding for 2016.
3. It's past December 31; therefore, employees can't pay you Additional Medicare Tax they owe for 2016. Instead, they pay the amount owed with their federal income tax return.
4. Additional Medicare Tax you pay on behalf of employees is taxable.
5. When employees repay prior-year wages, you can't refund the Additional Medicare Tax you withheld.
6. Special instructions apply to reporting Additional Medicare Tax corrections on Form 941-X.

9. Error in withholding federal income tax or Additional Medicare Tax

The IRS does not allow for corrections in the reporting of federal income tax or Additional Medicare Tax withheld on Form W-2 unless the correction is “administrative.”

As explained in the Form 941-X reporting instructions, “You may correct federal income tax and Additional Medicare Tax withholding errors for prior years if the amounts shown on Form 941 do not agree with the amounts you actually withheld, that is, an administrative error.”

It is the intention of the IRS that an employee not be allowed to have federal income tax or Additional Medicare Tax withheld from current wages for the purpose of correcting under- or overwithholding in a previous year. (Form 941-X instructions.)

Example 1. Employee Mark discovers in January 2017 that his federal income tax withholding in 2016 was $500 less than his 2016 federal income tax liability. To avoid any penalty arising from the income tax withholding shortage, Mark requests that the employer withhold an additional $500 from wages paid in 2017 and show the additional $500 on a 2016 Form W-2c as federal income tax withholding for 2016. In this example, the federal income tax withholding correction is not an administrative error, and a Form W-2c correcting box 2 (federal income tax withholding) is not allowed. The $500 additional federal income tax withheld in 2017 must be applied to the 2017 Form W-2.

An exception to this rule applies if the employer had a contractual agreement with the employee that it would pay the federal income tax and/or Additional Medicare Tax withholding required of the employee. In instances where a “gross-up” agreement is in place, filing a Form W-2c to reflect the increase in federal income tax withholding may be allowed.

Example 2. In January 2017, Joan's employer discovered that it neglected to report on the 2016 Form W-2 imputed income of $350 attributable to her personal use of a company vehicle in 2016. Joan's employment agreement stipulates that her employer will pay any federal income tax that is required to be withheld on this fringe benefit. Joan's employer may issue a Form W-2c for 2016 reflecting both the gross-up on the wages and the federal income tax withholding it paid on her behalf.

In the facts outlined in Example 2, the employer intended to pay the employee's federal income tax withholding liability on the value of the vehicle use. (The employer agreement to pay an employee's taxes should be in a written document that was in force prior to or at the time of receiving the taxable benefit or wage payment.)

In this case, the additional amount of federal income tax withholding that is the result of the gross-up calculation does not represent an “amount withheld” from the employee’s wages but rather an amount the employer failed to report and deposit. Therefore, the adjusted federal income tax withholding shown on the Form W-2c would more likely than not be considered an administrative error and would be allowed.
10. Box 13 “retirement plan” indicator checked in error

Incorrectly checking the “retirement plan” indicator on Form W-2, box 13, can cause the employee to receive notices from the IRS and other taxing authorities about potential additional tax assessments. That is why it is vital for employers to fix this error immediately, particularly if employees have brought it to their attention.

Form W-3c, box 13, is used for this purpose. If you checked the box and should not have, check box 13, “retirement plan,” in the previously reported column of Form W-2c and leave it blank in the corrected amounts column. *(General Instructions for Forms W-2 and W-3.)*

The chart below provides an overview of the circumstances under which box 13, “retirement plan,” is checked.

**Should the “retirement plan” box on Form W-2 be checked?**

<table>
<thead>
<tr>
<th>Type of retirement plan</th>
<th>Employee conditions</th>
<th>Should you check the “retirement plan” box?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defined benefit plan</td>
<td>Employee qualifies for employer funding into the plan because of age or years of service – even though the employee may not be vested or ever collect benefits.</td>
<td>Yes</td>
</tr>
<tr>
<td>Defined contribution plan</td>
<td>Employee is eligible to contribute but does not elect to contribute any money in this tax year.</td>
<td>No</td>
</tr>
<tr>
<td>Defined contribution plan</td>
<td>Employee is eligible to contribute and elects to contribute money in this tax year.</td>
<td>Yes</td>
</tr>
<tr>
<td>Defined contribution plan</td>
<td>Employee is eligible to contribute but does not elect to contribute any money in this tax year, but the employer does contribute funds.</td>
<td>Yes</td>
</tr>
<tr>
<td>Defined contribution plan</td>
<td>Employee has contributed in past years but not during the current tax year under report.</td>
<td>No (even if the account value grows due to gains in the investments)</td>
</tr>
<tr>
<td>Profit-sharing plan</td>
<td>Plan includes a grace period after the close of the plan year when profit sharing can be added to the participant’s account.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
How long does an employer have to correct an error on Form W-2?

Employers are required to correct errors on Forms W-2 as quickly as possible. The penalty for filing an incorrect W-2 with the SSA increases over time. See below for more information on penalties.

Do small-dollar errors need to be corrected?

Starting with tax year 2016 (filed in 2017), there is a new de minimis error safe harbor that waives the information reporting penalty for small-dollar errors of no more than $100, $25 for withholding taxes. Note, however, that there is one significant limitation – employees have the right to request a Form W-2c for these small errors, and employers must notify them of this right.

IRS guidance on the details of the employee notice requirements are not yet available, but it is clear that employers cannot simply disregard small-dollar errors. (Notice 2017-09.) For more information about the de minimis error safe harbor, see our year-end planning highlights.

What is the penalty for filing a late or incorrect Form W-2?

- $50 per Form W-2 if you correctly file within 30 days of the due date, a maximum penalty of $532,000 ($186,000 for small businesses)
- $100 per Form W-2 if you correctly file more than 30 days after the due date but by August 1, 2017; maximum penalty of $1,596,500 per year ($532,000 for small businesses)
- $260 per Form W-2 if you file after August 1, 2016, or you do not file required Forms W-2 at all; maximum penalty of $3,193,000 per year ($1,064,000 for small businesses)

The penalty for providing an incorrect W-2 to the employee is $260 per incorrect Form W-2, to a maximum of $3,193,000 per year ($1,064,000 for small businesses). The penalty for intentional disregard is $530 per Form W-2 with no limitation.

Note that after August 1, 2016, the correction will be considered to have been filed in a timely manner if made within 30 days of (1) discovering the failure or (2) removing the impediment to correcting the failure. (IRC §6721(b); IRC §6721(d); IRC §6722; General Instructions for Forms W-2 and W-3; IRS website.)

2016 Form W-2c facts

- All consequential Form W-2 errors must be corrected, including informational boxes 10, 11, 12 and 13. An exception applies to small-dollar errors but only if employees do not exercise their right to receive a Form W-2c.
- Penalties for an incorrect Form W-2 (employee and SSA copy) can be as high as $260 with a maximum annual penalty of $3,193,000.
- Under the Internal Revenue Code, employers are not required to reimburse employees for tax preparation or other related costs they incur as a result of receiving a Form W-2c. However, a minimum $5,000 civil penalty could apply if employees tell you the Form W-2 is wrong and you don’t fix it.
- The IRS will generally enforce a statute of limitations for filing a Form W-2c of three years. Note that the SSA requests that employers file Forms W-2 for all tax years without regard to the statute of limitations.
- To avoid penalties, a Form W-2c is generally required within 30 days after you become aware of an error.
- Be mindful of employee privacy when issuing replacement Forms W-2 or W-2c.
- Changes in the money amounts on Form W-2 may also require corrections to other payroll tax returns (e.g., Form 941, Form 940, state unemployment insurance returns).
Is the employer required to compensate employees for tax preparation and other costs incurred as a result of receiving a Form W-2c?

The IRS does not require employers to reimburse employees for direct or indirect expenses they incurred as a result of incorrect Form W-2 reporting. This is not to say that employees don’t have other avenues for seeking financial restitution. In fact, case law shows that some employees have successfully brought suit against their employers for these kinds of damages. (Clemens v. Revlon, Inc., 838 F.2d 1389 (5 Cir. 1988)).

In addition, the Internal Revenue Code makes a provision for civil damages for “any person who willfully files a fraudulent information return with respect to payments purported to have been made to another person.” The maximum award of damages under this provision is the greater of (1) $5,000 or (2) the amount of actual damages (including the costs of the action) and, in the court’s discretion, reasonable attorneys’ fees. (IRC §7434.)

The most compelling reason to consider reimbursing employees’ direct costs for Form W-2 reporting errors is good employee relations. In an effort to keep employees content and productive, some employers reimburse their employees for direct costs they incur as a result of receiving a Form W-2c (e.g., the cost of filing amended federal, state and local tax returns). Generally, such reimbursement is made only when employees are given a Form W-2c after they filed their original federal, state and local income tax returns.

Tip to clip
Employee reimbursement for expenses, such as tax preparation fees, is considered wages subject to federal employment tax and withholding (state and local taxes may also apply) in the tax year when the reimbursement is made.
What are the procedures for issuing a replacement Form W-2?

Employers can reissue a Form W-2 using either the IRS official form or an acceptable substitute that meets the requirements published in IRS Publication 1141, General Rules and Specifications for Substitute Forms W-2 and W-3.

If you are furnishing the employee with a paper replacement of Form W-2 (or Form W-2c), it must be labeled “REISSUED STATEMENT.” You do not have to add “REISSUED STATEMENT” on Forms W-2 that are provided to employees electronically.

Do not file Copy A of a reissued Form W-2 with the SSA.

For more information on electronic storage and access to Form W-2 data, see IRS REG 107186-00, 66 F.R. 10247, and T.D. 8942, 66 F.R. 10191. (General Instructions for Forms W-2 and W-3.)

- **Deadlines for issuing replacement forms.** The deadline for providing federal Forms W-2 to employees (January 31, 2017 for tax year 2016) applies only to the original issuance. The IRS doesn’t specify a period in which lost W-2s must be replaced. While employers should be sensitive to employees’ federal, state and local tax filing deadlines, there is generally no need to issue replacement forms on demand.

- **Keep privacy rights in mind.** In the effort to respond to employee requests for replacement Forms W-2, don’t throw caution to the wind. The Form W-2 contains confidential information about the employee’s earnings. It’s the employer’s responsibility to take reasonable steps to confirm that copies of Forms W-2 don’t wind up in the wrong hands. An employer can show that a reasonable effort was made to maintain the confidentiality of Form W-2 information by using such delivery methods as a secure email system, confidential intercompany mail, the U.S. Postal Service or other reliable delivery service to an address provided by the employee through some form of written or PIN-verified request. It is not a prudent practice to accept phone requests for duplicate Forms W-2, particularly when the request involves sending the form to a location other than the employee’s address of record.

Tip to clip

- To eliminate daily interruptions caused by responding to requests for duplicate W-2s and to make the process more efficient, some payroll departments designate a specific time each week for issuing replacement forms. Some employers schedule temporary help to assist in the preparation and distribution of replacement forms. Electronic delivery of Forms W-2, where permitted, can significantly reduce the time and effort involved in replacing lost forms.

- To streamline the processing of replacement Forms W-2 (or Forms W-2c) and to protect confidentiality, some employers require that employees complete and sign a request form. The request form includes mailing instructions and a signature area for the employee. Written requests can be processed in date-received order and can also function as essential documentation of the employer’s reasonable effort to protect the confidentiality of the Form W-2 information. A sample request form appears on page 13.
Do I need to file any other returns when correcting the Form W-2?

The wage and tax information reported on Form W-2 is reconciled to other federal, state and local returns, meaning that a difference in the amount of wages or taxes reported on Forms W-2 and Forms 941 and 944 for the tax year could result in IRS notices – even penalty assessments. Similarly, an unexplained difference between federal taxable wages reported to the IRS and to state and local taxing authorities can create audit adjustments that could have monetary consequences (e.g., penalty and interest). For these reasons, it is imperative that employers take the following steps when preparing Forms W-2c:

- Store in a “batch file” of all Forms W-2c furnished to employees
- Establish a regular schedule (e.g., monthly) for filing the Form W-2c “batch”
- When preparing to file the W-2c batch, review the following matrix to determine other payroll tax returns that may be affected

Form W-2c related-return checklist: other returns that may be required

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 1: Federal taxable wages</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Box 2: Federal income tax withheld</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Box 3: Social Security wages</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Box 4: Social Security tax withheld</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Box 5: Medicare taxable wages</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Box 6: Medicare tax withheld</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Box 7: Social Security tips</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sample employee request for a replacement Form W-2

**Employee request for replacement Form W-2**

I am requesting a replacement Form W-2 for tax year _______.

**Personal data**

Employee name: ____________________________________________________________

(Print name)

Social Security Number: __ __ __- __ __- __ __ __ __

Phone: (________) __________________________

**Mailing address**

Street: _________________________________________________________________

City, State, ZIP: _______________________________________________________

**Method of delivery**

___ company email ___ first-class mail ___ pick up ___ intercompany mail

Employee signature ___________________________ Date: ___________________

(Sign here)

**For office use only**

Date request received: ___________________________ (Month)/(Day)/(Year)

Date replacement provided: ___________________________ (Month)/(Day)/(Year)

Replacement prepared by: ___________________________ (Print name)

Copy 1 – Payroll, Copy 2 – Human Resources, Copy 3 – Employee's copy
Get ready for the new year!

Gaps in your payroll system or employment tax processes can easily go undetected and may result in costly errors in Forms W-2 and other employment tax returns.

**Get the support you need for 2017!**

Take a look at how Ernst & Young LLP’s employment tax professionals are assisting businesses in meeting their 2017 employment tax requirements.

Access our free essential resources [here](#).

<table>
<thead>
<tr>
<th>Tax process review*</th>
<th>Employment Tax (ET) Rapid Assessment™</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through staff interviews, data analysis and random sampling, our team identifies areas of opportunities and risk involving:</td>
<td></td>
</tr>
<tr>
<td>• Cash management</td>
<td></td>
</tr>
<tr>
<td>• Employee master file and pay/deduction transactions</td>
<td></td>
</tr>
<tr>
<td>• Recordkeeping, data management and reporting</td>
<td></td>
</tr>
<tr>
<td>• Federal, state, local and provincial tax reporting</td>
<td></td>
</tr>
<tr>
<td>• Efficiency/accuracy safeguards</td>
<td></td>
</tr>
<tr>
<td>• Reconciliation and third-party oversight</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tax configuration review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment tax processes are driven by configuration tables, payroll codes and attributes that direct the tax treatment of compensation and how it is ultimately mapped to returns and information statements. Our employment tax team reviews these data elements and assists businesses in designing and managing workflows to maintain their integrity.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>System implementation support*</th>
<th>Co-sourcing*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding our skilled resources to the system implementation team adds integrity to the employment tax processes while freeing staff resources to focus on their routine responsibilities. Implementation support is available in all phases, including:</td>
<td></td>
</tr>
<tr>
<td>• Data migration planning and implementation</td>
<td></td>
</tr>
<tr>
<td>• Design and specifications</td>
<td></td>
</tr>
<tr>
<td>• Testing and data sampling</td>
<td></td>
</tr>
</tbody>
</table>

Our qualified professionals are available to meet your employment tax operational needs, whether it be staffing, training or responding to one-off questions.

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Contact

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