

FAQs about W-2s & Paychecks

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Q: When were W-2s for 2017 sent out? ([Back to main menu](#))

A: W-2 statements will be mailed by January 31, 2018 via regular USPS mail to employees' address on file in PeopleSoft as of 01/24/2018. However, we cannot determine when they will arrive or when the USPS will deliver to individual employees.

Q: How do I get a duplicate W-2 statement? ([Back to main menu](#))

A: If you misplaced or did not receive your W-2 statement, you can access your W-2 online on your Peoplesoft MySDCCD using the following instructions:

1. Click on Employee Self Service Tile
2. Click on My Pay
3. Click on View W-2/W-2c Forms

The screenshot shows the MySDCCD Employee Self Service interface. At the top, there are three main service tiles: Employee Self Service (marked with a red '1'), Manager Self Service, and Finance Self Service. Below these, the 'Employee Self Service' section is active, showing a sidebar with 'My Pay' (marked with a red '2') and 'View W-2/W-2c Forms' (marked with a red '3'). The main content area displays 'View W-2/W-2c Forms' with a table for selecting year-end forms. A yellow banner at the bottom of the table states: 'When available, the 2017 link will show up here, click on Year End Form.'

Select Year End Form						Personalize 0/1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
				Year End Form	Filing Instructions	

When available, the 2017 link will show up here, click on Year End Form.

Or, you may request an additional copy by completing the ‘**Request for IRS Form W-2**’ form, which can be accessed online on the SDCCD website at <https://www.sdccd.edu/about/departments-and-offices/human-resources/payroll-office/payroll-forms.aspx>. The form, with your original signature, must be sent to the Payroll Office at the San Diego Community College District’s Administrative Offices located at 3375 Camino Del Rio South, Room 380, San Diego, CA 92108. We will then mail a copy of your W-2 to your address on file or hand deliver if the request is made and the form is delivered in person.

We cannot fax a copy of your W-2 and you cannot have someone else pick it up for you. We cannot provide your W-2 information over the phone. You have the option of coming into the Payroll Office in person to request a copy of your W-2. If so, the request form must still be completed and you must present proper photo identification.

Q: Can you fax me a copy of my W-2? [\(Back to main menu\)](#)

A: No. Privacy legislation prohibits the faxing of confidential information of this nature to non-secure fax numbers. W-2 copies are sent from the Payroll Office to the address designated by the employee. Employees also can reprint W-2 forms online after consenting for electronic W-2 access with Peoplesoft MySDCCD.

Q: Can you provide W-2 and paycheck figures over the phone? [\(Back to main menu\)](#)

A: No. Due to the confidential nature of the information we cannot provide figures over the telephone.

Q: I never got my W-2 because I moved. How do I get a duplicate W-2 mailed to my new address? [\(Back to main menu\)](#)

A: If you have moved but have not yet notified us you need to complete the ‘**Address or Name Change Notice**’ form, along with the ‘**Request for IRS Form W-2**’ form. These forms can be accessed online on the SDCCD website at <https://www.sdccd.edu/about/departments-and-offices/human-resources/payroll-office/payroll-forms.aspx>. The forms, with your original signatures, must be sent to the Payroll Department at the SDCCD. We will update your employee file with your new address and mail a copy of your W-2.

You have the option of coming in to the Payroll Office in person to request a copy of your W-2 and update your address. If so, the required forms must still be completed and you must present proper ID.

Q: I worked in December. Why didn’t I get a 2017 W-2? [\(Back to main menu\)](#)

A: For tax reporting purposes, wages are reported when they are paid, rather than when they are earned. Wages earned in December 2017, but paid in January 2018 will be reported on the W-2 for 2018.

Q: I didn’t work last year. Why did I get a W-2? [\(Back to main menu\)](#)

A: For tax reporting purposes, wages are reported when they are paid, rather than when they are earned. Wages earned in December 2016, but paid in January 2017 will be reported on the W-2 for 2017. Also, the wages reported on the W-2 may be due to payouts of accrued leave that were made after the previous calendar year ended.

Q: What if my address on my W-2 is incorrect? [\(Back to main menu\)](#)

A: Although address changes do not require a W-2 correction, if your address needs to be updated because you moved or it was recorded incorrectly, then you need to update it yourself through Peoplesoft MySDCCD or you can complete the 'Address or Name Change Notice' form, which can be accessed online on the SDCCD website at <https://www.sdccd.edu/about/departments-and-offices/human-resources/payroll-office/payroll-forms.aspx>. The form with your original signature must be sent to the Payroll Office at the San Diego Community College District's Administrative Offices located at 3375 Camino Del Rio South, Room 380, San Diego, CA 92108. We will then update your address on file so that it is correctly reflected on your future checks and W-2.

Q: The wages noted in box 1 of my W-2 do not match the amount I earned during the year. [\(Back to main menu\)](#)

A: The amount in box 1 reflects the portion of your compensation that is subject to taxes after taxable benefits (such as District-paid Group Term Life Insurance) are added and tax-exempt deductions (such as 403(b), Flexible Spending Accounts, etc.) are subtracted from your gross pay.

Q: Why is the number in box 1 of my W-2 different from box 3 and box 5? [\(Back to main menu\)](#)

A: Some deductions are exempt from all taxes and reduce your overall subject wages. These include Flexible Spending Accounts and Dependent Care Spending Accounts. Other deductions are exempt only from federal and state withholding, such as contributions to 403(b) retirement plans.

Q: What is the SDCCD's FEIN (Federal Tax ID Number)? [\(Back to main menu\)](#)

A: The SDCCD's FEIN is 95-2644299.

Q: How do I adjust my withholding for next year? [\(Back to main menu\)](#)

A: If you need to change your filing status you may do so by completing an IRS Form W-4 online via PeopleSoft and, if in California, paper form DE-4. The Federal W-4 can be completed online on your Peoplesoft MySDCCD using the following instructions:

1. Click on Employee Self Service Tile
2. Click on My Pay
3. Click on W-4 Tax Information

The screenshot displays the MySDCCD Employee Self Service interface. At the top, there are three main service tiles: 'Employee Self Service' (marked with a red '1'), 'Manager Self Service', and 'Finance Self Service'. Below these, the 'Employee Self Service' section is active, showing a sidebar menu with 'My Pay' (marked with a red '2') and 'W-4 Tax Information' (marked with a red '3'). The main content area is titled 'W-4 Tax Information' and includes fields for 'Social Security Number', 'Home Address', and 'W-4 Tax Data'. The 'W-4 Tax Data' section has input fields for 'Enter total number of Allowances you are claiming' and 'Enter Additional Amount, if any, you want withheld from each paycheck'. Below this, there are radio buttons for 'Indicate Tax Status' with options for 'Single' (selected) and 'Married'. A 'Claim Exemption' section is also visible at the bottom.

The CA DE-4 form can be accessed online on the SDCCD website at <https://www.sdccd.edu/about/departments-and-offices/human-resources/payroll-office/payroll-forms.aspx>. The form with your original signatures must be sent to the Payroll Office at the San Diego Community College District's Administrative Offices located at 3375 Camino Del Rio South, Room 380, San Diego, CA 92108.

Q: How do I know what exemptions to claim? [\(Back to main menu\)](#)

A: Increasing the number of exemptions decreases the amount of withholding. Those with a married status withhold at a lesser rate than those with a single status. We cannot tell you how many exemptions to claim. You may want to consult a tax professional to determine the filing status and exemptions that is best for you.

Q: My federal income tax withheld in box 2 (or state in box 17) seems low (or is zero). Is this right? [\(Back to main menu\)](#)

A: The amount of income taxes withheld that is reported on your W-2 is the total that was deducted from all your checks paid during the year. The amount of taxes that is withheld from your checks depends on a number of factors, such as gross pay, filing status (married or single), number of allowances claimed, and types of deductions from your pay. If you believe the amount of taxes withheld from your checks is not correct, you may want to contact a professional tax advisor to determine what filing status is best for you. Everyone's situation is different and we cannot provide advice about your tax filing status. If you need to change your filing status you may do so by completing an IRS Form W-4 and, if in California, paper form DE-4. These forms can be accessed online on the SDCCD website at <https://www.sdccd.edu/about/departments-and-offices/human-resources/payroll-office/payroll-forms.aspx>. The forms with your original signatures must be sent to the Payroll Office at the San Diego Community College District's Administrative Offices located at 3375 Camino Del Rio South, Room 380, San Diego, CA 92108.