



The Kentucky Division of Social Security

...leading the way

State Government Edition

<http://sssa.state.ky.us>

According to Doyle...

The Division of Social Security wants to thank all the state payroll workers for their efforts in meeting the Commonwealth's wage reporting and FICA coverage responsibilities during 2000. As we prepare for the next millenium, I want to offer several reminders of how to make everyone's duties easier in 2001.

Be sure to enter the full five-digit company payroll number followed by "95-003" on all Forms SAS-27 and ROPs for employees paid via a personal service contract on UPPS.

- If an employee's Form W-2 shows an incorrect address for the employee but all other information on the Form W-2 is correct, **do not** file Form W-2c merely to correct the address.

If, however, the address was incorrect on the Form W-2 furnished to the employee, **you must do one of the following:**

- Mail the Form W-2 with the incorrect address to the employee in an envelope showing the correct address.
- Issue a new Form W-2 containing all correct information, including the new address. Indicate "REISSUED STATEMENT" on the new copies. **Do not** send Copy A to the SSA or DOSS.
- Issue a Form W-2c to the employee showing the correct address in box b and all other correct information.

Do not send Copy A to the SSA or DOSS.

- State agencies are responsible for reporting the value of any personal use of a state-provided vehicle (added to taxable wages) to the UPPS system. Be sure these transactions are entered in UPPS before the last 2000 paycheck is issued so that appropriate withholding can be made.
- The state copy for Forms W-2c are to be mailed to:

Kentucky Revenue Cabinet
Division of Compliance and Taxpayer Assistance
P.O. Box 181, Station 57
Frankfort, KY 40602

We suggest you cross check the quarterly earnings history report and the DOSS adjustment report with the appropriate manual pay documents of your agency to ensure our Forms W-2 are accurate. A simple rule to follow is that all transactions must be on the QEH and DOSS adjustment report and every transaction must have an original document supporting it.

Also, the Division of Social Security has a new address. All postal and messenger mail must be addressed to the DOSS at the Bush Building, 403 Wapping Street, *Suite 340*, Frankfort, KY 40601 from now on.

The staff of the Division of Social Security wishes everyone a happy holiday season and an exciting beginning to the third millenium.

Patrick L. Doyle

Director, Division of Social Security

2000 Form W-2c Instructions

Once a Form W-2 has been filed with the Social Security Administration, any corrections must be made on Form W-2c and Form W-3c. Both forms are available from the Division of Social Security (DOSS).

If the only correction is to the employee's name or social security number, file only a Form W-2c. If the employee has a name change, the employee must notify the SSA and request a new social security card.

Form W-3c is used to accompany Copy A of a Form W-2c sent to the DOSS. Separate Forms W-3c must be used for each type of Form W-2 being corrected and must accompany a single form W-2c, as well as with multiple Forms W-2c.

Forms W-2c and W-3c must be filed with the DOSS. **Disregard any instructions to file the W-2c/W-3c with the Social Security Administration at Wilkes-Barre DOC.**

Send Copy A of Form W-2c and the original of Form W-3c to:

The Division of Social Security
Bush Building
403 Wapping St., Suite 340
Frankfort KY 40601

Wage and Tax Adjustments

Income tax withheld from an employee cannot be adjusted after **December 28, 2000**. Adjustment can, however, still be made to social security and medicare wages and taxes, as explained below.

If less than the correct amount of social security and medicare is withheld, the agency must collect the underpayment from the employee and prepare a Form SAS-27 to pay the employer share. A Form W-2c must be filed to ensure an adjustment is made to the employee's social security and/or medicare wages. Send the Forms W-2c and W-3c, employee's payment and a copy of Form SAS-27 to the DOSS.

If more than the correct amount of social security and medicare is withheld, the excess must be returned to the employee. A receipt (Request for Refund on Payroll) with the date and amount of repayment is required. If the over collection of social security and medicare is for a prior calendar year, the agency must obtain a written statement from the employee stating that the employee has not and will not claim a refund or credit of the over payment. Obtain a copy of this certification statement (Form DOSS-1) from the DOSS. A Form W-2c must be filed to ensure an adjustment is made to the employee's social security and/or medicare wages. Send the Forms W-2c, W-3c, certification statement and Request for Refund on Payroll to the DOSS.

DOSS will review forms W-2c prior to distribution to employees to ensure proper form preparation. FAX a copy to Connie Eggen of this office for review.

Please address any questions concerning the W-2 correction process to Connie Eggen by phone at 502/564-3952, by fax at 502/564-2124 or by E-mail.

The Kentucky Division of Social Security Newsletter is published by:

The Division of Social Security
403 Wapping St. Suite 340
Frankfort, KY 40601-2638
Telephone: 502/564-3952
Fax: 502/564-2124

Paul E. Patton, Governor
Patrick L. Doyle, Director

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Now on the Division of Social Security Web Site

<http://sssa.state.ky.us>

The following items for the year 2001 are now available:

- Form W-4--Changes the amount of federal income tax withholding from wages
- Form W-5--Earned Income Credit advance payment certificate
- Circular E--Employer wage reporting instructions
- IRS Notice 1036--Early release of federal income tax and AEIC tables

2000 Reconciliation

Each state agency is responsible for reconciling the wages paid during the year to the Form W-2 printed for each employee. Insure that all manual pay updates, especially for Forms SAS-27 and Requests for Refund on Payroll, are reflected in the wage and tax amounts printed on the Form W-2. Verify that the manual pay update has processed correctly by ensuring the update is reflected on the employee's Quarterly Earnings History.

The Division of Social Security reconciles the amount of social security and medicare wages and taxes that it has received and processed throughout the year to the wage and tax amounts on Forms W-2 for each agency. DOSS will notify each agency which is required to verify and correct any reporting or payment discrepancies.

The fourth quarter report of the Forms SAS-27 and ROPs this division has received will be run on December 22. It will include all the Forms SAS-27 and ROPs we have received throughout the year. Please make sure that the report includes ALL the Forms SAS-27 and ROPs your agency produced in 2000 and that these adjustments have been entered into the UPPS system.

Attention: Non-UPPS Agencies!

The Kentucky Division of Social Security will e-mail, on December 15, the 2000 Excel transmittal file and year-end instructions to all agencies that have paid any wages outside the UPPS system. Please contact *Connie Eggen* if you are such an agency and do not receive this transmittal.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the providing of services and will provide, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

Dates to Remember...

December 19, 2000, Tuesday, close of business: After this date all ROPs and/or Forms SAS-27 must have "2000" written at the top of the page to ensure they are processed against the 2000 file.

December 20, 2000, Wednesday, close of business: The last day for submission of a SAS-27 to the Personnel Cabinet to be included in 2000 wages.

December 28, 2000, Thursday, close of business: Cutoff for requests for refunds of 2000 withheld income tax must be received in Treasury. After that time, any income tax refunds will have to be done from 2001 funds and adjusted on the 2001 Employee Master File.

January 3, 2001, Wednesday: The one-line YTD wage report will be produced again--a second chance to review YTD figures for accuracy.

January 8, 2001, Monday, close of business: Any 1997 social security or medicare wage or tax adjustments must be received by the Division of Social Security.

January 10, 2001, Wednesday, 1:00 p.m.: The last day for adjustments. No adjustment updates will be run after this day.

January 11, 2001, Thursday: The target date for printing Forms W-2.

January 19, 2000, Friday: The due date for all non-UPPS Forms W-2 data to be returned to the Division of Social Security.

2000 Social Security Facts and Figures

The wage base for social security in the year 2001 is \$80,400. The full amount of an employee's wages is taxable for Medicare purposes.

The social security tax rate is 6.2 percent on the employee's taxable wages up to the maximum amount that is established each year by the Social Security Administration. The Medicare tax rate is 1.45 percent on the employee's taxable wages. Medicare wages paid prior to January 1, 1994 are subject to a maximum wage base established by the SSA. The total taxable wages paid on and after January 1, 1994, are subject to the 1.45 percent medicare withholding.

The election worker exclusion is adjusted each year to reflect changes in the economy. The SSA will announced the new threshold amount each fall.

Social Security Tax

	1997	1998	1999	2000	2001
Employee rate	6.20%	6.20%	6.20%	6.20%	6.20%
Employer rate	6.20%	6.20%	6.20%	6.20%	6.20%
Maximum wages	\$65,400	68,400	\$72,600	\$76,200	\$80,400

Medicare Tax

Employee rate	1.45%	1.45%	1.45%	1.45%	1.45%
Employer rate	1.45%	1.45%	1.45%	1.45%	1.45%

Miscellaneous Information

Earnings required for one quarter coverage	\$670	\$700	\$740	\$780	\$830
Annual increase in benefits	2.90%	2.10%	1.30%	2.40%	3.50%
Government Control Employee	\$108,200	\$110,700	\$110,700	\$114,500	
Statue of limitations	4/15/01	4/15/02	4/15/03	4/15/04	4/15/05
Election worker exclusion	\$1,000/yr	\$1000/yr	\$1,000/yr	\$1,100/yr	\$1,100/yr