



2021 W-2 Forms and Other Important Tax Information

1 message

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To: allppsemployees@pps.net

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The following is a long email but it contains important and useful information about your year-end tax documents.

NOTICE TO ALL PPS EMPLOYEES

Distribution of 2021 W-2 Forms

It is that time of year when we begin preparing the annual W-2 Wage and Tax Statements and we need your assistance to ensure your printed form has the correct address.

There are two methods of distribution being used this year, a paper form that will be mailed through the U.S. Postal Service and an electronic copy of the form posted to the employee self-service portal. Access the portal by typing "selfservice.pps.net" in any web browser, and log-in using your PPS network/email username and password.

Paper W-2 forms will be mailed to the home address (as reflected on your December pay statement) no later than January 31, 2022, as required by law.

If the address printed on your December pay statement is not current, you have until 4 pm on Friday, January 7th, 2022 to update through the employee self-service portal. If you are unable to make an address change by that date please place a forwarding order with the U.S. Postal Service, so that returned forms can be automatically re-mailed to your correct address.

Opting-Out of Receiving a Paper W2 Form

All active employees will have access to an online version of their W2 form in the Employee Self Service Portal at least 1 week earlier than the printed copy that is mailed. Please consider opting out of receiving the printed form by consenting to receive only the online version. This is completed by checking the "consent to receive only electronic W2 forms" box under the "Payroll and Compensation" and "W2/W2c Consent" tabs in the Employee Self Service portal. This process must be completed by January 7th, 2022.

Verification of Name and Social Security Number

After you receive your 2021 W-2 form, please verify that your name and social security number match your name and social security number as printed on your social security card. If your name has recently changed, (e.g., due to marriage, divorce, etc.), the District is required to use your old name until you have obtained a new social security card. Once you receive a new social security card, please contact the Human Resources Department to update your PPS information. You can download the form from www.ssa.gov to officially request a change to your name.

Tax Filing Status Reminder

If you claimed "exempt" from income tax withholding in 2021, you are required to submit a new filing request by February 15, 2022. If an updated filing status is not entered by February 15th, withholding for federal and state income taxes will be automatically reset to "Single" with zero (0) withholding allowances beginning with the February 28, 2022 paycheck (as required by law).

Health Care Coverage Reporting

• W-2 REPORTING:

To comply with reporting requirements, under the Affordable Care Act (ACA), PPS will continue to report the total value of medical coverage offered or provided to you on your Form W-2. When you receive your 2021 W-2, you will see the value of your health care coverage in Box 12DD. This is only a reporting requirement and does not change how your benefits are taxed or administered.

• 1095-A, 1095-B or 1095-C FEDERAL TAX FORMS:

There are 3 different 1095's you may or may not receive. The form(s) you receive depends on the type of coverage you had in 2021.

- Form 1095-A, *Health Insurance Marketplace Statement*. The Health Insurance Marketplace sends this form to individuals who enrolled in coverage through the marketplace, with information about the coverage, who was covered, and when.
- Form 1095-B, *Health Coverage*. Health insurance providers (for example, Kaiser, Providence, Moda, or from the government if you have Medicare, Medicaid, or CHIP) send this form to individuals they cover, with information about who was covered and when.
- Form 1095-C, *Employer-Provided Health Insurance Offer and Coverage*. Certain employers (including PPS) send this form to certain employees, with information about what coverage the employer offered.

PPS BENEFITS WILL SEND AN EMAIL ONCE THE 1095-C IS AVAILABLE ONLINE. ADDITIONAL INFORMATION ABOUT THE 1095 TAX FORMS CAN BE FOUND AT: <https://www.pps.net/Page/2206>.

New Multnomah County & Metro Taxes

In 2020, voters approved the Multnomah County Preschool for All measure and the Metro Supportive Housing Services measure. New, local personal income taxes resulting from these measures became effective January 1, 2021.

- Preschool for All 1.5% of taxable income over \$200,000
- Metro Supportive Housing 1% of taxable income over \$200,000

PPS will begin withholding these new taxes in January, 2022. For additional information about these new taxes, please visit this website for preschool: <https://multco.us/finance/preschool-all-personal-income-tax>, and this website for housing: www.oregonmetro.gov/supportivehousingtax. Any employee can choose to opt in or out of these new taxes by completing the attached form and returning it to the Payroll office. Forms received before the 15th of each month will affect the paycheck issued at the end of that month. ***Please note that taxable income is annualized based on estimated earnings for the calendar year. Employees who file joint taxes in Oregon will need to request additional tax withholding to ensure the proper tax is withheld. PPS is only able to calculate the tax based on taxable wages paid to an individual employee.***

Annual Employee Limits for 2022

Social Security Wage Base / Rate	\$147,000 @ 6.2%
Medicare Wage Base / Rate	No Limit @ 1.45%
Medicare Wage Base / Additional Rate	Over \$200,000 @ .9%
Basic Deferral Limit for 403(b)	\$20,500
Age 50 Catch Limit for 403(b)	\$6,500
Flex Spending Account – Health Care	\$2,850
Business Mileage Reimbursement	58.5 cents per mile

Lost or Undelivered W2 Form's

If you do not receive your 2021 W2 paper Form by Friday, February 11th we ask that you re-print the form using the PPS employee self-service portal. If you are unable to access the self-service portal please email the payroll office at payroll@pps.net to request a re-printed copy. ***Any reprints through the Payroll Department could take up to 5 working days to be processed. Reprint requests will be honored beginning Friday, February 11th.***

If you have any questions regarding the above information, please contact the Payroll Services Department at 503-916-3302 or by email at payroll@pps.net.

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