

When will I receive my W-2?

If you signed up for electronic W-2's, they are accessible in Self-Service. Follow this path to obtain your W-2: myClackamas>Self-Service (upper right-hand corner)> Employee>Tax Information>W-2 Information.

If you have not signed-up for an electronic W-2, you will receive your W-2 via the US Mail. W-2's will be mailed from the Oregon City campus no later than January 31st.

How do I sign up for electronic W-2's?

You can sign up for future electronic W-2 forms via myClackamas > Self Service > Employee > Tax Information>W-2 Information.

What do I do if I don't receive my W-2?

The Payroll team can provide you with a copy of your W-2. Please reach out via the [ServiceDesk](#) to request an additional copy of your W-2.

My address is incorrect on my W-2. Do I need to request a correct W-2?

There is nothing you need to do related to your taxes - an incorrect address will not affect your ability to file your taxes. Once your W-2 has been created, you will not be able to update the address on your W-2. Please update your address by submitting the Personal Information Form in [NEOGOV](#).

What paychecks are included in my W-2?

The W-2 form includes all pay issued from the college in the 2025 calendar year, January through December.

Why doesn't the amount in Box 1 of my W-2 (Wages, Tips and Other Compensation) equal the total gross earnings on my last Earnings Statement of the year?

Box 1 contains your total federal taxable gross pay. If you have elected pre-tax deductions, your federal taxable gross pay will be different than your total gross earnings for the year. Pre-tax deductions can include 403(b) and 457(b) contributions and participation in a medical flexible spending account or dependent care plans. Pre-tax deductions such the 403(b) and 457(b) plans reduce taxable gross income in Box 1 but DO NOT reduce Social Security in Box 3 and Medicare gross figures in Box 5.

Why doesn't the amount in Box 3 match the amount in Box 1?

Box 3 contains your total wages subject to Social Security taxes, which can differ from your total gross earnings for the calendar year. Social Security's Old-Age, Survivors, and Disability Insurance (OASDI) program limits the amount of earnings subject to Social Security taxation each year. The limit, also known as the contribution and benefit base, is established by the IRS.

Why doesn't the amount in Box 5 (Medicare Wages) agree to the total gross earnings on my last earnings statement of the year?

Box 5 contains your total wages subject to Medicare taxes, which can differ from your total gross earnings from the year. There is no annual limit on wages subject to Medicare withholding. However, you may be subject to an additional Medicare tax when your wages exceed an annual threshold amount.

What is Box 12 on my W-2 form?

Box 12 is where you will see multiple codes. Not all income coded in Box 12 is taxable. The most common codes you may see in Box 12 are:

- C: The taxable cost of group life insurance over \$50,000 (included in your wages in Boxes 1, 3, and 5)
- E: Elective deferrals under section 403(b) salary reduction agreements
- G: Elective deferrals under section 457(b) salary reduction agreements
- W: Employer contributions to an employee's health savings account (HSA)
- BB: Designated Roth contributions under a section 403(b) plan
- DD: Cost of employer-sponsored health coverage (employee and employer portions)

What is in Box 14 of my W-2 form?

125: All before-tax deductions to health, life, dental, vision, flexible spending and other qualified plans.

Effective 2025 through 2028, individuals may deduct the portion of qualified overtime pay that exceeds their regular rate of pay (for example, the "half" portion of "time-and-a-half"). The "half" portion of your Overtime will be reported in this box.

I was on Paid Leave Oregon in 2025. Are my Paid Leave Oregon benefits included on my W-2?

Yes. Benefits received for family leave and safe leave under Paid Leave Oregon are fully taxable both federally and for the state of Oregon. The benefits for family leave and safe leave are added to Boxes 1,3,5, and 16.

If you received Paid Leave Oregon benefits for medical leave, these benefits are partially taxable. You will see your benefits paid in Box 1 and 16, and the partially taxable amount included in Box 3 and 5.

Who can I contact if I need tax advice or instruction on how to file my taxes?

The college cannot provide any tax advice. Please refer tax-related questions to your tax preparer, personal accountant or refer to the IRS website.