

Form W-2: Where to report reimbursements and benefits*
Not applicable to greater-than-2-percent shareholders or highly compensated employees

Employee Fringe Benefits	Box 1	Box 3 & 5	Box 10	Box 12	Code	Box 13	Box 14
Accident and Health Benefits (See Footnote 3)							
Accident and health benefits other than long-term care premiums	no	no	no	no	–	no	no
Long-term care premiums paid through a cafeteria or flex spending account	yes	yes	no	no	–	no	no
Long-term care premiums not paid through a cafeteria or flex spending account	no	no	no	no	–	no	no
Non-Cash Achievement Awards (See Footnote 2)							
Up to \$1,600 from a qualified plan or \$400 from a non-qualified plan	no	no	no	no	–	no	optional
The amount over \$1,600 from a qualified plan or \$400 from a non-qualified plan	yes	yes	no	no	–	no	–
Adoption Assistance (See Footnote 1)							
Paid from an adoption assistance program	no	yes	no	yes	T	no	–
Paid or reimbursed from a cafeteria plan	no	yes	no	yes	T	no	–
Forfeited from a cafeteria plan	no	no	no	no	–	no	–
Dependent Care Assistance Programs (See Footnote 1)							
Cash reimbursements up to limits of \$5,000 MFJ or \$2,250 MFS or Single	no	no	yes	no	–	no	no
FMV of on-site facilities less the amount paid by employee up to limits of \$5,000 MFJ or \$2,250 MFS or Single	no	no	yes	no	–	no	no
Amount reimbursed or value in excess of above stated limits	yes	yes	yes	no	–	no	optional
Educational Assistance (See Footnote 2)							
Up to \$5,250 paid from a qualified plan to maintain or improve job skills	no	no	no	no	–	no	no
Excess of \$5,250 or paid from a non-qualifying plan but considered a working condition fringe benefit	no	no	no	no	–	no	no
Paid as a working condition fringe benefit	no	no	no	no	–	no	no
Excess of \$5,250 or paid from a non-qualifying plan and not considered a working condition fringe benefit	yes	yes	no	no	–	no	no
Employee Discounts (See Footnote 2)							
Discounts not in excess of 20 percent of services	no	no	no	no	–	no	no
Discounts not in excess of the employer's cost	no	no	no	no	–	no	no
Discounts in excess of above limits	yes	yes	no	no	–	no	no
Group-Term Life Insurance Premiums (See Footnotes 5 & 6)							
Paid to current and former employees for up to \$50,000 of coverage	no	no	no	no	–	no	no
Paid to current employees in excess of \$50,000 of coverage up to FICA wage limit	yes	yes	no	yes	C	no	no
Paid to former employees in excess of \$50,000 of coverage	yes	yes	no	yes	M & N	no	no
Health Savings Accounts (HSAs) (See Footnote 2)							
	no	no	no	yes	W	no	no
Moving Expense Reimbursements (See Footnote 4)							
Paid or reimbursed deductible moving expenses	no	no	no	yes	P	no	no
Paid or reimbursed non-deductible moving expenses	yes	yes	no	no	–	no	optional
Qualified Transportation Benefits (See Footnote 4)							
Paid or reimbursed up to the following monthly limits: <ul style="list-style-type: none"> • Combined commuter highway vehicle transportation and transit passes equal to \$120 per month for January and February or \$230 for the remaining months • \$220 per month for qualified parking • \$20 per month bicycle commuting expense 	no	no	no	no	–	no	no
Paid or reimbursed in excess of the above monthly limits	yes	yes	no	no	–	no	optional
Reimbursements For Employee Business Expenses							
Per diem, less than government rate (substantiated)	no	no	no	no	–	no	no
Per diem, equal to government rate (not substantiated)	no	no	no	no	–	no	no
Per diem, up to government rate (substantiated)	no	no	no	yes	–	no	no
Per diem, in excess of government rate (substantiated)	yes	yes	no	no	–	no	no
Any amount, other than a per diem amount (substantiated)	no	no	no	no	–	no	no
Any amount, other than a per diem amount (not substantiated)	yes	yes	no	no	–	no	no

* Footnotes listed on bottom of page 12.

Form W-2: Where to report reimbursements and benefits Applicable to greater-than-2-percent shareholders

Employee Fringe Benefits	Box 1	Box 3 & 5	Box 10	Box 12	Code	Box 13	Box 14
Accident and Health Benefits (See Footnote 7)							
Accident and health benefits other than long-term care premiums	yes	yes	no	no	–	no	optional
Long-term care premiums not paid through a cafeteria or flex spending account	yes	yes	no	no	–	no	no
Non-Cash Achievement Awards							
Up to \$1,600 from a qualified plan or \$400 from a non-qualified plan	no	no	no	no	–	no	optional
The amount over \$1,600 from a qualified plan or \$400 from a non-qualified plan	yes	yes	no	no	–	no	–
Adoption Assistance							
Paid from an adoption assistance program	yes	yes	no	no	–	no	–
Paid or reimbursed from a cafeteria plan	yes	yes	no	no	–	no	–
Dependent Care Assistance Programs							
Cash reimbursements up to limits of \$5,000 MFJ or \$2,250 MFS or Single	no	no	yes	no	–	no	no
FMV of on-site facilities less the amount paid by employee up to limits of \$5,000 MFJ or \$2,250 MFS or Single	no	no	yes	no	–	no	no
Amount reimbursed or value in excess of above stated limits	yes	yes	yes	no	–	no	optional
Educational Assistance							
Up to \$5,250 paid from a qualified plan to maintain or improve job skills	no	no	no	no	–	no	no
Excess of \$5,250 or paid from a non-qualifying plan but considered a working condition fringe benefit	no	no	no	no	–	no	no
Paid as a working condition fringe benefit	no	no	no	no	–	no	no
Excess of \$5,250 or paid from a non-qualifying plan and not considered a working condition fringe benefit	yes	yes	no	no	–	no	no
Employee Discounts							
Discounts not in excess of 20 percent of services	no	no	no	no	–	no	no
Discounts not in excess of the employer's cost	no	no	no	no	–	no	no
Discounts in excess of above limits	yes	yes	no	no	–	no	no
Group-Term Life Insurance Premiums (See Footnote 7)							
Paid to current and former employees up to \$50,000 of coverage	yes	no	no	no	–	no	no
Paid to current employees in excess of \$50,000 of coverage up to FICA wage limit	yes	yes	no	yes	C	no	no
Health Savings Accounts (HSAs)	yes	no	no	yes	W	no	no
Moving Expense Reimbursements (See Footnote 8)							
Paying as an employee: Paid or reimbursed deductible moving expenses	no	no	no	yes	P	no	no
Paying as an employee: Paid or reimbursed non-deductible moving expenses	yes	yes	no	no	–	no	optional
Paying as a partner: Paid or reimbursed deductible moving expenses	yes	yes	no	no	–	no	optional
Paying as a partner: Paid or reimbursed non-deductible moving expenses	yes	yes	no	no	–	no	optional
Qualified Transportation Benefits							
Monthly limits applied to employees do not apply to greater-than-2-percent shareholders	yes	yes	no	no	–	no	optional

Footnotes

- For this exclusion, a highly compensated employee for 2009 is an employee who meets either of the following tests:
 - The employee was a 5-percent owner at any time during the year or the preceding year.
 - The employee received more than \$105,000 in pay for the preceding year.
- For this exclusion, any employee who received more than \$105,000 in pay for 2008 is a highly compensated employee.
- A highly compensated employee for this exception is any of the following individuals:
 - One of the five highest paid officers.
 - An employee who owns (directly or indirectly) more than 10 percent in value of the employer's stock.
 - An employee who is among the highest paid 25 percent of all employees (other than those who can be excluded from the plan).
- The highly compensated employee rules do not apply due to the nature of the benefit.
- For this exclusion, a key employee during 2009 is an employee or former employee who is one of the following individuals:
 - An officer having annual pay of more than \$160,000.
 - An individual who for 2009 was either of the following:
 - A 5-percent owner of your business.
 - A 1-percent owner of your business whose annual pay was more than \$150,000.

See §416(i) of the Internal Revenue Code for more information.

- Note that although the amount is included in Box 1, no federal income tax withholding is required.
- Note that although the amount is included in Box 1, no federal income tax withholding is required.
- IRS Pub. 15-B, *Employer's Tax Guide to Fringe Benefits*, lists 2-percent shareholders as nonemployees for the moving expense reimbursement exclusion. However, the regulations do not define "employee" for purposes of this exclusion, and under §132(g), qualified moving expense reimbursements can be received by any individual, not just an employee. Therefore, it is not entirely clear if the IRS' position is correct.