1. **Form W-2 On-line Consent Notice**

Florida International University employees may elect to receive their Form W-2 Wage and Tax Statement electronically using Employee-Self Service through the PantherSoft HR system, as an alternative to the traditional paper form.

Advantages of the electronic Form W-2 Wage and Tax Statement

- Earlier access to the Form W-2 Tax and Wage Statement
- Accessibility to the electronic Form W-2 Wage and Tax Statement from anywhere the employee has access to a computer
- The paper Form W-2 Wage and Tax Statement will not be lost, delayed or misplaced
- Access the form securely through myFIU Employee Portal

In order to receive the Form W-2 on-line, employees must consent to view their Form W-2 Wage and Tax Statements in electronic format by completing the following steps:

- Access myFIU Employee Portal (https://my.fiu.edu/)
- Login using MyAccount credentials
- Click the Employee tab
- Select Human Resources Self Service, Employee Self Service
- Under Payroll and Compensation, click "W-2/W-2c Consent" link
- Read the Electronic W-2 Consent Statement, check the "Consent to receive W-2 electronically" check box
- Click the submit button

Employees who consent to receive their Form W-2 Wage and Tax Statement on-line will not receive a paper copy of the form. If an employee does not consent, he/she will continue to receive a paper copy of the Form W-2 which will be mailed to their mailing/home address on record in the PantherSoft HR system. If you consented last year, there is no action required. The consent will be applied to the 2014 Form W2.

2. **Address verification:**

- If no consent is received Your Form W-2 will be mailed to the current mailing/home address on file. Please verify your address on your payroll check stub or through My.fiu.edu
- Any corrections must be made before December 31, 2014 to ensure proper distribution.
3. Social Security card and payroll name match:
   - The name on your Social Security card and the Form W-2 must match in the following manner: first name, middle name or initial and last name.
   - If you are currently using a name that does not match your Social Security Card due to marriage, divorce, citizenship change, or any other reason, you need to obtain a new card (with correct name) from the Social Security Administration (SSA). This can be done by mailing Form SS-5, available on the Social Security Administration Website at http://www.ssa.gov.
   - To correct your name on the payroll system, contact our Human Resources Service Center at (305)-348-2181 for instructions.

4. Form W-4:
   - If you were claiming exempt from federal withholding on your Form W-4 for 2014, this form expires January 1, 2015. You have a grace period until February 15, 2015 to re-submit your exempt status for 2015. Log on to My.fiu.edu and reclaim your exempt status through Self Service.
   - If you don’t claim exempt status for 2015, IRS regulations require the Payroll Office to change your allowances to “zero” and your filing status to “single” until a submission is received.
   - Employees are required to file an amended Form W-4 by December 15, 2014 if their filing status or number of allowances has changed. Log on to Employee Self Service: My.fiu.edu

5. Requesting Duplicate 2014 Form W-2:
   - Available immediately on-line through My.fiu.edu by providing online consent.
   - After March 1, 2015 duplicate Form W-2 will be available by request. Use W-2 Reissue Request under Payroll Tab http://hr.fiu.edu/index.php?name=forms_library
   - Please specify if you would like the duplicate mailed or picked up.
   - All duplicate requests will be processed within three business days.

6. Florida minimum wage: Changes
   - The Florida minimum wage is increasing to $8.05 per hour effective January 1, 2015.

7. Social Security Tax: Changes
   - Wage base: $118,500
   - Employee Rate: 6.2%
   - Employer Rate: 6.2%
   - Maximum Employee deduction: $7347.00 ($118,500 x 6.2% = $7347.00)
• This tax resumes with the first payroll in 2015 if you reached the limit in 2014. This will cause a change in the net pay from the last paycheck in 2014 to the first paycheck in 2015.

8. Medicare tax:

• Wage base: No wage limit.
• Rate: 1.45%
• An Additional 0.9% tax is assessed on all wages above $200,000

9. The 2015 Payroll Calendar and Holiday Schedule are now available online on the Payroll Website.