

Cabarrus County Schools - Frequently Asked Questions Relating to W-2s

[What date are the W-2 forms legally required to be mailed out?](#)

[When will I receive my W-2?](#)

[What if my social security number or name is incorrect on my W-2 statement?](#)

[The amount listed on my W-2 is not the same as year-to-date earnings on my December pay stub?](#)

[Why are my federal and state taxable wages different from Social Security wages?](#)

[I don't understand what all the items are on my W-2.](#)

[Why are my earnings higher / lower than last year?](#)

[What address do you have on file for me?](#)

[Can you fax or email a copy of my W-2?](#)

[What do I need to do in order to receive a reprint of my W-2 tax statement?](#)

What date are the W-2 forms legally required to be mailed out?

They must be postmarked by January 31.

When will I receive my W-2?

The W-2 tax statements will be available no later than January 31 via the TimeKeeper employee portal.

<https://timekeeper.cabarrus.k12.nc.us>

W-2 statements via first class mail was discontinued December 31, 2013 for **active employees**.

W-2 statements via first class mail was discontinued December 31, 2017 for **inactive employees**.

If your social security number or name is incorrect on your W-2 statement:

Email payroll@cabarrus.k12.nc.us or call directly at (704) 260-5716. The first available staff member will assist you.

Please be prepared with the following information:

Complete Name.

Complete Social Security Number.

The amount listed on my W-2 is not the same as year-to-date earnings on my December pay stub?

Refer to the "Understanding Your W-2 document".

The year-to-date earnings on your check stub are the actual amounts that you earned during the calendar year. Not all of your earnings are taxable; some of your deductions, such as medical insurance, are made before taxes. This reduces your taxable income. The amount on your W-2 statement is taxable earnings.

Why are my federal and state taxable wages different from Social Security wages?

Refer to the "Understanding Your W-2 document".

Certain pre-tax deductions such as Section 125 plans including medical, dental, vision, life, flex medical and dependent care reduce federal, state, and Social Security wages. Other pre-tax deductions including NC state retirement, annuities, and 401K reduce only federal and state taxable wages.

I don't understand what all the items are on my W-2.

See "Understanding Your W2" or "W2 FAQ's" on the Cabarrus County Schools website. - (Departments / Finance/ Payroll / Useful Links and Forms). Also refer to "Notice to Employee" on the back of W-2 copy B, and "Instructions" on the back of W-2 copy B and C.

Why are my earnings higher / lower than last year?

The most common reason for higher or lower earnings is a change in your State Installment Plan election. Earnings are recognized in the calendar year they are received, regardless of when earned.

What address do you have on file for me?

The last address provided to Payroll on or before December 31. Current addresses may be viewed online under the employee portal.

Can you fax or email a copy of my W-2?

Duplicate W2's are available to print or view online under the employee portal. <https://timekeeper.cabarrus.k12.nc.us>

What do I need to do in order to receive a reprint of my W-2 tax statement?

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