



County of San Bernardino, California

December 1, 2018

2018 Form W-2 NOTICE TO ALL EMPLOYEES

Central Payroll is in the process of preparing the 2018 Form W-2 Wage and Tax Statements. The Form W-2 is an annual form that reports your Federal and State wages and other tax information required by Federal and State agencies. It is also used by the Social Security Administration as a verification document to ensure individuals are properly credited for future Social Security and/or Medicare benefits, if eligible.

Your 2018 Form W-2 will be mailed to your mailing address on file in EMACS no later than January 31, 2019.

- ✓ **Name Verification** – Verify that your name and social security number in EMACS matches your name and social security number on your issued social security card. The Social Security Administration regards names and social security numbers as "critical links" connecting your Form W-2 data to your lifetime earnings record. Your name and social security number must match Social Security's records.
- ✓ **Name Change** – If your legal name has recently changed, please contact Social Security to obtain a new card. We will continue to use the name in EMACS until you obtain a new Social Security Card. After you receive a new Social Security Card, please notify your Payroll Specialist of the change. Using a new name without updating Social Security Administration's records may prevent the posting of your Social Security and/or Medicare earnings. You may call the Social Security Administration toll free at 1-800-772-1213 for Form SS-5, Application for a Social Security Card.
- ✓ **Address Verification** – If you moved or will be moving soon, please review your home and mailing address on file with EMACS through Employee Self Service>Personal Details>Addresses. If any information is not correct, please update in EMACS Employee Self Service by **January 3, 2019**, to ensure your Form W-2 is mailed to the correct mailing address.
- ✓ **Misplaced or Lost Form W-2** – If you misplace or lose your Form W-2, electronic Form W-2s will be available to current employees by January 31, 2019. Central Payroll will not provide replacement copies of 2018 Form W-2s to current employees. If you need a replacement copy of your 2018 Form W-2, please print through EMACS Employee Self Service at:
 - Employee Self Service>Pay>View W-2/W-2c Forms. For instructions on how to print your PDF Form W-2, please go to [View W-2 Forms Online](http://www.sbcounty.gov/uploads/emacs/forms/view%20w2%20forms%20online.pdf) – <http://www.sbcounty.gov/uploads/emacs/forms/view%20w2%20forms%20online.pdf>
 - If you need assistance with printing your PDF Form W-2, please call the ISD Help Desk at (909) 884-4884.

Affordable Care Act (ACA) Reporting – IRS Form 1095-C

As of the date of this notice, the IRS deadline to mail out IRS Form 1095-Cs is **March 4, 2019**. The County will be in compliance with the mailing deadline; however, the deadline is subject to change based on the discretion of the IRS. Please contact the Employee Benefits and Services Division if you have questions regarding the IRS Form 1095-C at ebbsd@hr.sbcounty.gov or by calling (909) 387-5787.

Annual Reminders

Now is the time to check your Federal and State tax withholding allowances. Did you marry or divorce, gain or lose a dependent, or have major changes in your family income? If you answered "yes," you may need to file a new Form W-4 for 2019.

- ✓ If you claimed "exempt" from tax withholding in 2018, you must re-certify your "exempt" status for 2019 by February 15, 2019. Otherwise, your withholdings for Federal and State taxes will revert to your last Form W-4 on file that did not claim exempt from withholding. If one does not exist, then "Single" with zero (0) withholding allowances will be selected.
- ✓ To update your Form W-4 and/or re-certify your "exempt" status, please go to EMACS Employee Self Service at: Employee Self Service>Pay>Tax Withholding
 - **To ensure your exempt status is updated for 2019, please do not re-certify until December 15, 2018. If re-certifying before January 1, 2019, it is best to use a mobile device which will offer the ability to change the year under "Claim Exemption" from 2018 to 2019.**
 - EMACS Employee Self Service may be accessed from the internet using the following link: [EMACS Sign In](https://emacsass.sbcounty.gov) – <https://emacsass.sbcounty.gov>
 - Prior to filling out your Form W-4, please take a moment to carefully read the W-4 Instructions which can be found at: Employee Self Service>Pay>Tax Withholding. When submitting your Form W-4 online, please remember to CAPITALIZE the first letter of your User ID if your User ID contains an alpha character, and enter your EMACS password, not your County login password.
- ✓ It may be necessary to update your beneficiary forms. Even if you had no changes and it has been some time since you reviewed your Last Warrant (Paycheck) Designation form, please review and update, if necessary. Please contact your Payroll Specialist for a "[Beneficiary Designation for Last Warrant form](#)".
- ✓ Review and update your emergency contacts in EMACS. You can do this by accessing EMACS and navigating to Employee Self Service>Personal Details>Emergency Contacts.

If you have any questions regarding the above information, please contact Central Payroll at (909) 382-3154.