

Employees may follow these steps to view, save, or print their electronic W-2 forms

Step 1

Sign-on to Core-CT:

<https://corect.ct.gov/psp/PEPRD/?cmd=login>



[Core-CT Home Page](#) | [Core-CT Agency Security Liaisons Support Website](#) | [Contact Core-CT](#) | [HELP!](#)

Log into Core-CT

User Id

Password


[Forgot My Password!](#)

[Cannot Log In.](#)

Welcome to the home page for Core-CT, Connecticut's state government integrated human resources, payroll, financial and reporting system. Once you have logged into Core-CT, use the links in the portal to navigate to the pages based on your security.

Hours of System Operation:

Monday - Sunday	4:00am - 8:00pm
HRMS Confirm Thursday	4:00am - 2:00pm



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You are accessing a computer owned by the State of Connecticut. This system contains Government Information that is restricted to authorized users ONLY. Unauthorized access or misuse of the data contained herein is prohibited and may subject the individual to criminal and civil penalties.

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Enter your User ID and Password and click Sign In.

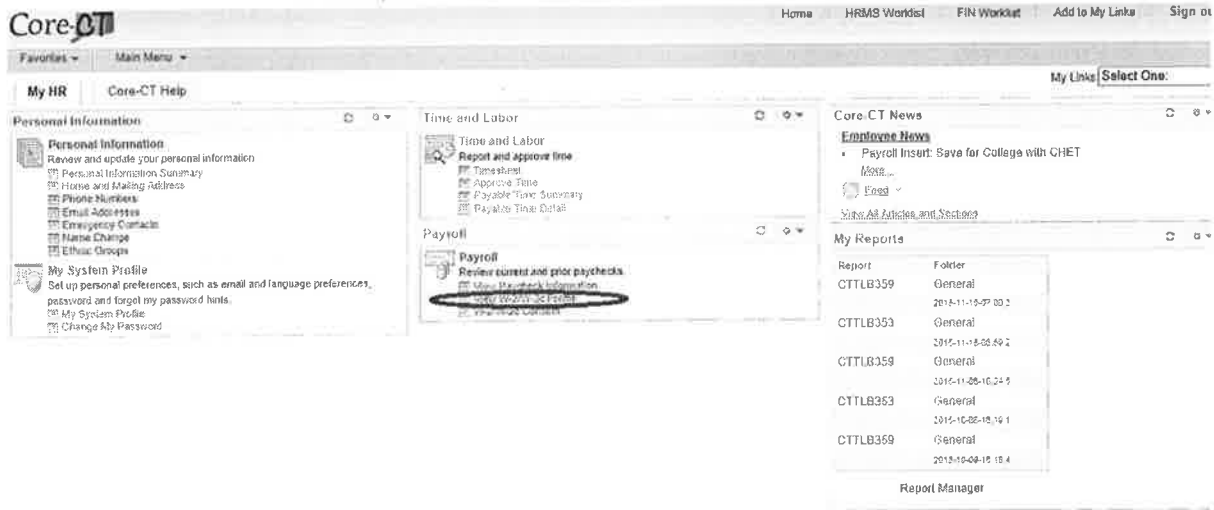
For User ID and Password assistance please contact your

Agency Security Coordinator via the following URL:

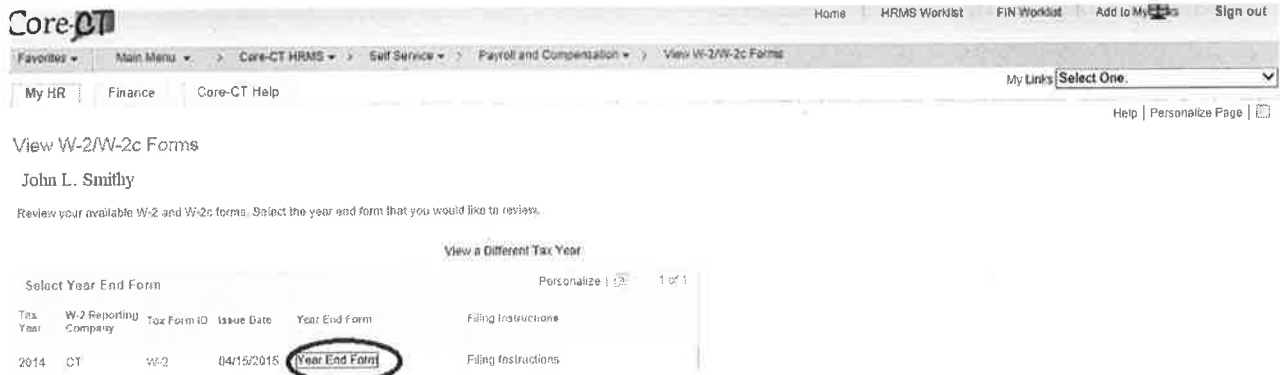
http://www.core-ct.state.ct.us/security/hrms_liaison_list.asp

Step 2

Navigate to: **View W-2/W-2c Forms** (which is found directly under View Paycheck Information on your Core-CT home page as pictured in the screen shot on the next page)



The W-2 for the most recent calendar year processed for the employee will appear first as pictured in the below screenshot:



Step 3

To view or print the current W-2 year, click on **Year End Form** (pictured above inside highlighted oval).

The **Tax Year** is the year of the W-2 you are viewing and the **Issue Date** is the day the comptroller's office made the W-2 available to view electronically.

Step 4

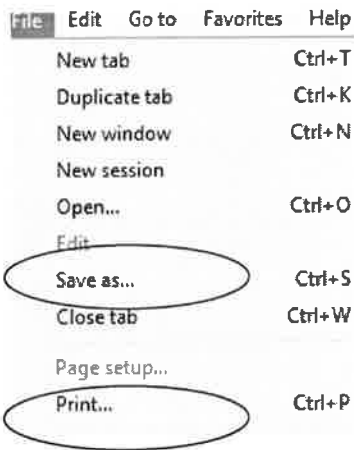
A new window will open and the W-2 will be displayed (as pictured on the next page). The W-2 may be saved or printed to the location of your choice.

Click File > Save as to save W-2 pdf file to the location of your choice.

Or

Click File > Print to print the W-2 pdf file.

Caution: Please remember that an employee’s identification information is included on each W2 and this information should only be saved or printed on trusted locations.



Form W-2 Wage and Tax Statement 2014

Employer's name, address, and ZIP code
STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
65 RIM STREET
HARTFORD, CT 06106-1775

Employee's name, address, and ZIP code
John L. Smith
23 State St
Hartford CT 06106

Employer's identification number (EIN)
06C15000 06C064049 333444

Form W-2 Wage and Tax Statement 2014

7 Social Security tax
8 Allocated tip
9 wages, tips, other compensation
10 State disability tax
11 Dependent care benefits
12 Federal income tax withheld
13 Social Security tax withheld
14 Medicare tax withheld
15 Nonqualified plan
16 State income tax withheld
17 Federal income tax
18 Total wages, tips, etc.
19 Social Security tax
20 Locality name

Copy B - To Be Filed With Employee's FEDERAL Tax Return

Form W-2 Wage and Tax Statement 2014

Employer's name, address, and ZIP code
STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
55 RIM STREET
HARTFORD, CT 06106-1775

Employee's name, address, and ZIP code
John L. Smith
23 State St
Hartford CT 06106

Employer's identification number (EIN)
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Copy C - For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)

Form W-2 Wage and Tax Statement 2014

Employer's name, address, and ZIP code
STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
55 RIM STREET
HARTFORD, CT 06106-1775

Employee's name, address, and ZIP code
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Copy 2 - To Be Filed With Employee's State, City, or Local Income Tax Return

Form W-2 Wage and Tax Statement 2014

Employer's name, address, and ZIP code
STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
55 RIM STREET
HARTFORD, CT 06106-1775

Employee's name, address, and ZIP code
John L. Smith
23 State St
Hartford CT 06106

Employer's identification number (EIN)
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Form W-2 Wage and Tax Statement 2014

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Copy 2 - To Be Filed With Employee's State, City, or Local Income Tax Return

Step 5

To view or print the W-2 Instructions, click on the Filing Instructions (pictured on the next page inside highlighted oval)

Core-CT Home HRMS Worklist FIN Worklist

Favorites - Main Menu > Core-CT HRMS > Self Service > Payroll and Compensation > View W-2/W-2c Forms

My HR Finance Core-CT Help My Links Select

View W-2/W-2c Forms

John L. Smithy

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

View a Different Tax Year

Select Year End Form Personalize | 1 of 1

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2014	CT	W-2	04/15/2015	Year End Form	Filing Instructions

A new window will open and the W-2 instructions will be displayed (as pictured on the next page). The W-2 instructions may be saved or printed to the location of your choice

Click File > Save as to save the W-2 instructions pdf file to the location of your choice.

Or

Click File > Print to print the W-2 instructions.

File Edit Go to Favorites Help

- New tab Ctrl+T
- Duplicate tab Ctrl+K
- New window Ctrl+N
- New session
- Open... Ctrl+O
- Save as... Ctrl+S
- Close tab Ctrl+W
- Print... Ctrl+P
- Send
- Import and export...
- Properties
- Work offline
- Exit

Instructions for Employee

Box 1. Enter this amount on the wages line of your tax return.

Box 2. Enter this amount on the federal income tax withheld line of your tax return.

Box 3. You may be required to report this amount on Form 9259, Additional Medicare Tax. See Form 1040 instructions to determine if you are required to complete Form 9259.

Box 4. This amount includes the 1.45% Medicare Tax withheld on all Medicare wages and tips shown in Box 5, as well as the 0.9% Additional Medicare Tax on any of those Medicare wages and tips above \$200,000.

Box 5. This amount is not included in boxes 1, 3, 5, or 7. For information on how to report tips on your tax return, see your Form 1040 instructions.

Box 6. This amount includes the 1.45% Medicare Tax withheld on all Medicare wages and tips shown in Box 5, as well as the 0.9% Additional Medicare Tax on any of those Medicare wages and tips above \$200,000.

Box 7. This amount is not included in boxes 1, 3, 5, or 7. For information on how to report tips on your tax return, see your Form 1040 instructions.

Box 8. This amount is not included in boxes 1, 3, 5, or 7. For information on how to report tips on your tax return, see your Form 1040 instructions.

Box 9. This amount is not included in boxes 1, 3, 5, or 7. For information on how to report tips on your tax return, see your Form 1040 instructions.

Box 10. This amount includes the total dependent care benefits that your employer paid to you or incurred on your behalf (including amounts from a section 121 cafeteria plan). Any amount over \$5,000 is also included in box 1. Complete Form 2441, Child and Dependent Care Expenses, to compute any taxable and nontaxable amounts.

Box 11. This amount is reported in box 11 if it is a distribution made to you from a nonqualified deferred compensation or non governmental section 457(a) plan or (b) included in box 3 and if it is a prior year deferral under a nonqualified or section 457(b) plan that became taxable for social security and Medicare taxes this year because there is no longer a substantial risk of forfeiture of your right to the deferred amount. This box should not be used if you had a deferral and a distribution in the same calendar year. If you made a deferral and received a distribution in the same calendar year, and you are or will be age 62 by the end of the calendar year, your employer should file Form SSA-131, Employer Report of Special Wage Payments, with the Social Security Administration and give you a copy.

Box 12. The following list explains the codes shown in box 12. You may need this information to complete your tax return. Elective deferrals (codes D, E, F, and G) and designated Roth contributions (codes AA, BB, and EE) under all plans are generally limited to a total of \$17,500 (\$12,000 if you only have SIMPLE plans; \$20,500 for section 408(a) plans if you qualify for the 15-year rule explained in Pub. 571). Deferrals under code G are limited to \$17,500. Deferrals under code H are limited to \$7,000.

However, if you were at least age 50 in 2014, your employer may have allowed an additional deferral amount of up to \$5,500 (\$2,000 for section 401(a)(1) and 408(a) SIMPLE plans). This additional deferral amount is not subject to the overall limit on elective deferrals. For code G, the limit on elective deferrals may be higher for the last 5 years before you reach retirement age. Contact your plan administrator for more information. Amounts in excess of the overall elective deferral limit must be included in income. See the "Wages, Salaries, Tips, etc." box instructions for Form 1040.

(Instructions for Employee continued on the back of Copy C.)

R—Employer contributions to your Archer MSA. Report on Form 8853, Archer MSAs and Long-Term Care Insurance Contracts.

S—Employee salary reduction contributions under a section 408(b) SIMPLE plan (not included in box 1).

T—Adoption benefits (not included in box 1). Complete Form 8839, Qualified Adoption Expenses, to compute any taxable and nontaxable amounts.

V—Income from exercise of nonstatutory stock option(s) (included in boxes 1, 3 (up to social security wage base), and 5). See Pub. 525 and instructions for Schedule D (Form 1040) for reporting requirements.

W—Employer contributions (including amounts the employee elected to contribute using a section 125 (cafeteria) plan) to your health savings account. Report on Form 8889, Health Savings Accounts (HSAs).

Y—Deferrals under a section 409A nonqualified deferred compensation plan.

Z—Income under a nonqualified deferred compensation plan that fails to satisfy section 409A. This amount is also included in box 1. It is subject to an additional 20% tax plus interest. See "Other Taxes" in the Form 1040 instructions.

AA—Designated Roth contributions under a section 401(k) plan.

BB—Designated Roth contributions under a section 458(b) plan.

DD—Cost of employer-sponsored health coverage. The amount reported with Code DD is not taxable.

EE—Designated Roth contributions under a governmental section 457(b) plan. This amount does not apply to contributions under a tax-exempt organization section 457(b) plan.

Box 13. If the "Retirement plan" box is checked, special limits may apply to the amount of traditional IRA contributions you may deduct. See Pub. 590, Individual Retirement Arrangements (IRAs).

Box 14. Employers may use this box to report information such as state disability insurance taxes withheld, union dues, uniform payments, health insurance premiums deducted, nontaxable income, educational assistance payments, or a member of the clergy's parsonage allowance and utilities. Railroad employees use this box to report railroad retirement (RRTA) compensation, Tier 1 tax, Tier 2 tax, Medicare tax and Additional Medicare Tax. Include tips reported by the employee to the employer in railroad retirement (RRTA) compensation.

Note. Keep Copy C of Form W-2 for at least 3 years after the due date for filing your income tax return. However, to help protect your social security benefits, keep Copy G until you begin receiving social security benefits, just in case there is a question about your work record and/or earnings in a particular year.

(Also see Notice to Employee, on back of Copy B.)

Tax years 2011 – 2014 are available for viewing and printing (where applicable to each employee). All future tax years will also be available for viewing and printing.

To view other tax years, click the "View a Different Tax Year" (as pictured on the next page in the highlighted oval)

Core-CT Home HRMS Worklist FIN Worklist Add to My Links Sign out

Favorites ▾ Main Menu ▾ > View W-2/W-2c Forms

My HR Finance Core-CT Help My Links Select One: Help | Personalize Page |

View W-2/W-2c Forms
John L. Smithy

Review your available W-2 and W-2c forms. Select the year end form that you would like to review

[View a Different Tax Year](#)

Select Year End Form Personalize | 20 1 of 1

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2014	CT	W-2	04/15/2015	Year End Form	Filing Instructions

All of the tax years available that are applicable to each employee will be displayed (as pictured below). Each tax year may be viewed/saved or printed (as outlined above in previous steps)

Core-CT Home HRMS Worklist

Favorites ▾ Main Menu ▾ > Core-CT HRMS ▾ > Self Service ▾ > Payroll and Compensation ▾ > View W-2/W-2c Forms

My HR Finance Core-CT Help

View W-2/W-2c Forms

Select the tax year that you would like to review.

Select Tax Year

Tax Year	Company
2014	State of Connecticut
2013	State of Connecticut
2012	State of Connecticut
2011	State of Connecticut

[Return to Year End Form Selection](#)

For Employees who have received W-2 C's (W-2 Corrections), please review the View_Print_eW2C_job_aid.