



OFFICE OF THE COMPTROLLER
DEPARTMENT OF BANKING AND FINANCE
STATE OF FLORIDA
TALLAHASSEE
32399-0350

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COMPTROLLER OF FLORIDA

December 13, 2001

IN REPLY REFER TO:
DBFBP 01-42

TO: Agencies Addressed

FROM: Diana Flagg, Chief
Bureau of State Payrolls

SUBJECT: 2001 Form W-2 and Information Statements

Original Form W-2 and Information Statements for calendar year 2001 will be distributed to all agencies on or around January 18, 2002. It is the agency's responsibility to distribute these forms to employees on or before January 31, 2002 as prescribed in IRS Publication 15, Circular E, Employer's Tax Guide. The envelopes for mailing W-2 Forms to employees can be purchased using state commodity #310-420-723-0160.

Format of 2001 Form W-2

While the dimensions of the form and the address placement is the same as last year's Form W-2, the design of the form has been changed to adhere to new IRS format requirements. Boxes 1 through 11 have not changed for 2001; however, boxes 12 through 20 have been changed per IRS requirements. The half inch vertical perforation has also been removed from the 2001 Form W-2.

Box 12 is now used to report deferred compensation contributions under the state 457 Deferred Compensation and 403(b) Tax Sheltered Annuity plans, cost of group term life insurance over \$50,000, qualified moving expenses, and military employee housing and subsistence.

Box 13 contains a check box for Retirement plans and is marked if the employee is enrolled in a retirement plan with the State of Florida. This box is marked if the employee was an active participant in the plan year 07/01/00 through 06/30/01, or if the employee participated in the 403(b) Tax Sheltered Annuity plan. If the employee was in DROP retirement the entire plan year and did not participate in the 403(b) Tax Sheltered Annuity plan, the employee is not an active participant and will not have this box marked.

Box 14 is a miscellaneous reporting box and is used to report Vehicle Fringe Benefits and IRS Section's 125 and 132 pretax benefit amounts. Boxes 15 through 20 are not used for reporting to the Federal Government.

Alpha List by Agency

The alpha list of original W-2s will no longer be printed by the Bureau of State Payrolls for year 2001 or for subsequent years and will **ONLY** be available to the agencies via the Report Distribution System (RDS). The RDS report name is PW2RADET. The RDS form ID is U**6 (** represents your agency ID). RDS administrators should establish this report for all necessary personnel **before** January 9, 2002.

Duplicate Forms W-2, W-2c and 1042s

The last day in 2001 that 1998, 1999 or 2000 duplicate Forms W-2, W-2c and 1042s will be available via the on-line request system will be December 31, 2001. Duplicate 1999, 2000 and 2001 Forms W-2 and W-2c should be available via the on-line request system by January 25, 2002, or shortly thereafter. Duplicate 1999, 2000 and 2001 Forms 1042s should be available via the on-line request system by March 8, 2002, or shortly thereafter.

To request duplicates no longer available on-line, agencies should submit Form DBF-BP-23 (Duplicate W-2 Request Form) to the Bureau of State Payrolls (BOSP). Contact the BOSP at the number below to request 1099 MISC or 1099 R forms.

If you have any questions regarding this memo, please contact Jimmy Cox at (850)410-9447, SUNCOM 210-9447, or email jcox@mail.dbf.state.fl.us.

DF/JC:kw