

CITY OF RENTON  
November 2011  
**NOTICE TO ALL EMPLOYEES**

**Distribution of 2011 W-2s**

The Finance Department will soon be preparing the **2011** W-2 Wage and Tax Statements. ***Your 2011 W-2 will be mailed to the address we have on file for you no later than January 31, 2011, as required by law. The address we have on file for you is listed on your pay check/direct deposit advice. Please review and send any address changes to Human Resources.***

After you receive your 2011 W-2, please verify that your name and social security number match your name and social security number on your social security card. Your name and social security number **must** match Social Security's records. Using a new name without updating the Social Security Administration's records may prevent the posting of your Social Security and Medicare earnings. If your name has recently changed, (e.g., due to marriage, divorce, etc.), we will continue to use your old name until you have obtained a new social security card and provided HR with a copy of the new card. You may call the Social Security Administration toll free at 1-800-772-1213.

**Form W-4, Employee's Withholding Allowance Certificate**

Check your Federal 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" to any of these questions, you may want to file a new Form W-4 which can be found on Rentonnet under City Forms/Finance/Finance/Payroll. A handy calculator is available on the IRS website ([www.irs.gov](http://www.irs.gov)) to help you determine the correct number of allowances.

If you are currently claiming "exempt" from tax withholding, you **must** submit a new W-4 for 2012. If you wish to retain your exempt status, a new W-4 must be completed and submitted to the Payroll Department by February 15. Otherwise, your withholding for Federal taxes will be changed to the highest rate of "Single" with zero (0) withholding allowances.

**If you are a PERS Plan 2 member prior to March 1, 2002**, employed in a PERS eligible position on January 1, you have the option to transfer to PERS 3 in January of any year. Complete a Member Information Form (available from HR) and return it to HR before the end of January. **The form must be dated in January**. The decision to transfer to PERS Plan 3 is irrevocable. You cannot change the rate option until/unless you change employers. You can obtain more information at [www.drs.wa.gov](http://www.drs.wa.gov)

<b><u>ANNUAL EMPLOYEE LIMITS FOR 2012 – all subject to change by the IRS/other government entity</u></b>	
Basic Deferral Limit for 457(b) Plans up to age 50 – <i>per year</i>	\$ 17,000.00
Age 50 Catch Up Limit for 457(b) Plans, for over age 50 – <i>add'l / per year</i>	\$ 5,500.00
Pre-Retirement Catch Up – <i>per year</i> (three years before retiring but <b>not</b> in the year you retire)	\$ 34,000.00
Social Security Wage Ceiling – <i>projection only</i>	\$ 110,100.00
Maximum Social Security Amount Withheld	\$ 6,826.20
Minimum wage per hour in the State of Washington (as of 01/01/2012)	\$ 9.04

**Important information on back of this page**

**On your check stub of December 23, 2011, a summary of your yearly wages and deductions** can be found. You will find the 'gross earnings' reported to the IRS **for the fiscal year ending 12/15/2011.** In the right section of the pay stub you will find all your **deductions** and the amounts withheld for each of them for the year. Here you will see how much you paid for Union Dues, your portion of the health care premium, taxes you paid, contributions you made to deferred comp, contributions you made to your retirement system, etc. In the middle section of the pay stub you will find a summary of all the **benefits** that the City provided for you, including premiums paid for medical insurance, dental insurance, long term disability, and group life insurance, as well as contributions the City made to your retirement system (if applicable), Social Security, Medicare and industrial insurance.

This information is available in Employee Services located on RentonNet. The W-2 information may not be current until year-end updates are completed.

**If you keep one pay stub a year, this would be the one to keep.**

You can choose to have your wages direct deposited into up to four different bank accounts. The Authorization for Direct Deposit can be found on Rentonnet (City Forms/Finance/Finance/Payroll), at the front counter of Finance on the first floor of City Hall and it is also available in Human Resources.

If you would like to add or change any of your miscellaneous deductions (Renton Food Bank, Qualstar credit union deduction, etc.) please complete the Authorization for Payroll Deduction also found on Rentonnet, at the front counter of Finance on the first floor of City Hall and in Human Resources.

If you have any questions regarding the above information, please contact Payroll at 425-430-6925.

Thank you.