



INFORMATION SYSTEMS & ADMINISTRATIVE SERVICES

14892

SERVICE REQUEST
UISAS 160 (R 7/94)

300 LAKESIDE DR, 8TH FLOOR, OAKLAND, CA 94612-3550

<input type="checkbox"/>	RETRIEVAL OF INFORMATION
<input checked="" type="checkbox"/>	MODIFICATION TO SYSTEM
<input type="checkbox"/>	PRODUCTION RUN OF SYSTEM

DATE	DATE/CYCLE DUE	ESTIMATE REQUIRED?	YES	NO
10 20 03	12/03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERSON AUTHORIZING REQUEST: Michael O'Neill	EXTENSION 7-0905	CONTACT Kathy Henmi	EXTENSION 7-0945
DEPARTMENT Payroll Coordination	ADDRESS 10th fl. Franklin Bldg.	RECHARGE NO. 0126	
AUTHORIZED SIGNATURE <i>[Signature]</i>	REPORT FORMAT ATTACHED → <input type="checkbox"/>	SYSTEMS/FILES/PROGRAMS Payroll	

RETRIEVAL/SYSTEM MODIFICATION: Description of Request

Modify the W-2 process per the attached requirements.

PRODUCTION RUN

SYSTEM	EFFECTIVE DATE OF INFORMATION	TYPE OF RUN	REPRUN	ADD'L	TYPE OF OUTPUT	REPORT	TAPE	XEROX TAPE
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RETRIEVAL/PRODUCTION RUN

DISTRIBUTION OF OUTPUT INSTRUCTIONS: (FOR RETRIEVAL REQUESTS, INCLUDE LONG TERM FILE RETENTION INSTRUCTIONS IF APPROPRIATE)

IS&AS USE ONLY

COMMENTS									

APPROVAL TO PROCEED

(BASED ON ESTIMATE)

(SIGNATURE)

(NAME, TITLE, ADDRESS)

W-2 2003 CHANGES
Attachment to Service Request 14892
October 20, 2003

INTRODUCTION

The purpose of this document is to request that modifications be made to the W-2 process for tax year 2003 reporting.

W-2 EXTRACT EDIT

There are no extract edits this year.

LASER FORM W-2

The laser Form W-2 should be modified to change the year from 2002 to 2003. Also make the editorial changes as noted in Attachment 1.

A sample W-2 form is provided as Attachment 1.

W-2 FILE

The W-2 file should be modified to change the year from 2002 to 2003 in location 3 - 6 (Tax Year) of the Employer Record, code RE.

COUNTRY CODE CHANGES

The following changes need to be made so that the IRS country code matches the Postal country code:

<u>Country</u>	<u>IRS Code</u>	<u>Postal Code</u>
Kiribati	KR	KP

IMPLEMENTATION

These changes need to be implemented in time for distribution of the W-2 forms to employees by February 2, 2004.

a Control number	d Employee's social security number	1 Wages, tips, other compensation	2 Federal income tax withheld
c Employer's name, address, and ZIP code UC OFFICE OF THE PRESIDENT 1111 FRANKLIN ST, 8TH FLOOR OAKLAND CA 94607-5201		3 Social security wages	4 Social security tax withheld
		5 Medicare wages and tips	6 Medicare tax withheld
		8 Advance EIC payment	10 Dependent care benefits
e Employee's name, address and ZIP code		12 See Instrs. for Box 12 12a 12b 12c	14 Other
		13 Retirement Plan <input type="checkbox"/>	
		b Employer identification number 94-6002123-G	
This information is being furnished to the Internal Revenue Service.		Form W-2 Wage and Tax Statement 2002 3	
OMB No. 1545-0008 Department of the Treasury-Internal Revenue Service			
15 State	Employer's state I.D. No.	16 State wages, tips, etc.	17 State income tax
CA	123-4567-8		

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e Employee's name, address and ZIP code		12 See Instrs. for Box 12 12a 12b 12c	14 Other
		13 Retirement Plan <input type="checkbox"/>	
		b Employer identification number 94-6002123-G	
This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.		Form W-2 Wage and Tax Statement 2002 3	
OMB No. 1545-0008 Department of the Treasury-Internal Revenue Service			
15 State	Employer's state I.D. No.	16 State wages, tips, etc.	17 State income tax
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