

**\*\*\*\*\* Important \*\*\*\*\*****W-2 Preparation and  
Tax Information**

## **IMPORTANT – PLEASE GIVE A COPY OF THIS MEMO TO THE PERSON WHO PREPARES YOUR 2019 W-2 FORMS**

### **MEMORANDUM**

**Date:** January 9, 2020

**To:** Agencies Participating in the **Housing Agency Retirement Trust 401(a) Plan**

**From:** Jamie Gardner, Customer Service Manager  
ADP Retirement Services, Record Keeper

**Subject:** Preparation of Forms W-2 for Calendar Year 2019

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It is time to begin the preparation of your 2019 Form W-2's. For **your** Agency's type of plan, this is just a reminder that **you will need to only check the box labeled "Retirement Plan" in item #13** on the 2019 W-2 Wage and Tax Statement. Mark this box **only** for employees who were **active** participants in the Retirement Plan for **any** part of calendar year 2019.

**Please Note:** Your Retirement Plan is a **401(a) Plan**---it is not a 401(k) Plan, and it is not a 414(h)(2) Plan. Therefore, you do **not** reduce your employees' taxable wages by the amount of any employee contributions made to this Retirement Plan.


**Other than item #13,** no additional entries are required on Form W-2 with respect to this Retirement Plan.

If you have any questions, please feel free to contact me or Kelly McGill at 1-800-798-2044.

**Special Note: Regarding Enrolling your Employees in the Retirement Plan:** Please note that participation in the HART Plan is **mandatory**---a condition of employment once that individual has met the eligibility provisions as spelled out in your agency's Joinder Agreement. This requirement for "all eligibles to participate" goes back to the old HUD Handbook 7401.7, Part II Section 2-12, should you want to reference it. HUD would have mandated participation in any retirement plan you would have elected to participate in. Your Joinder Agreement is the document that defines all of the specific provisions of your agency's Retirement Plan, including Eligibility, Contribution Levels, Vesting Schedule, Normal Retirement Age, Loans, and Life Insurance. Please let us know if you have any questions about an employee's eligibility, or need help enrolling an employee who has not been participating. All of the forms are on [www.hart-retire.com](http://www.hart-retire.com). We can help you get started ☺

**\*\*\*\*\* Important \*\*\*\*\***

**W-2 Preparation and Tax Information**

22222		Void <input type="checkbox"/>	<b>a</b> Employee's social security number		<b>For Official Use Only</b> ▶ OMB No. 1545-0008	
<b>b</b> Employer identification number (EIN)			<b>1</b> Wages, tips, other compensation 12,000.00		<b>2</b> Federal income tax withheld	
<b>c</b> Employer's name, address, and ZIP code  <b>SAMPLE</b>			<b>3</b> Social security wages 12,000.00		<b>4</b> Social security tax withheld 744.00	
			<b>5</b> Medicare wages and tips 12,000.00		<b>6</b> Medicare tax withheld 174.00	
			<b>7</b> Social security tips		<b>8</b> Allocated tips	
<b>d</b> Control number			<b>9</b>		<b>10</b> Dependent care benefits	
<b>e</b> Employee's first name and initial		Last name	Suff.	<b>11</b> Nonqualified plans		<b>12a</b> See instructions for box 12
			<b>13</b> Statutory employee <input type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Third-party sick pay <input type="checkbox"/>		<b>12b</b>	
			<b>14</b> Other 		<b>12c</b>	
					<b>12d</b>	
<b>f</b> Employee's address and ZIP code						
<b>15</b> State	Employer's state ID number	<b>16</b> State wages, tips, etc.	<b>17</b> State income tax	<b>18</b> Local wages, tips, etc.	<b>19</b> Local income tax	<b>20</b> Locality name
	YOUR STATE AND #	\$12,000.00		\$12,000.00		

Form **W-2** Wage and Tax Statement

**2019**

Department of the Treasury—Internal Revenue Service

**For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.**

**Copy A For Social Security Administration** — Send this entire page with Form W-3 to the Social Security Administration; photocopies are **not** acceptable.

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