

# CALIFORNIA STATE UNIVERSITY, LONG BEACH RESEARCH FOUNDATION

## MEMORANDUM

DATE: December 1, 2020  
TO: Research Foundation Employees  
FROM: John Taylor, Associate Director  
Human Resources & Payroll Services  
SUBJECT: **Year End Information and 2021 Wage Bases & Tax Rates**

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**\*\*\* Your 2020 W-2 will be mailed to your address on file no later than January 31, 2021.**

### **Social Security Information**

**Please verify your name and address on your most recent pay stub.** Also, please compare your name on your pay stub with your name on your current Social Security card. The two names must match exactly. If your name has recently changed, we will continue using your old name until you complete a "Name Change Form" and provide sufficient proof. Using a new name without updating Social Security Administration's (SSA) records may prevent the correct posting of your Medicare earnings. You may contact the SSA at (800) 772-1213 or [www.ssa.gov](http://www.ssa.gov) for Form SS-5, Application for a Social Security Card. Please submit an Address and / or Name Change Form, if necessary. **Address changes received by December 14, 2020 will be updated prior to year-end.**

### **Form W-4, Employee's Withholding Allowance Certificate, (Federal Income Taxes)**

Now is the time to perform an annual review of your tax withholding situation to avoid having too much or too little withheld from your paycheck.

Effective January 1, 2020 the Withholding Allowance Certificate (Form W-4) was redesigned. You are no longer able to claim personal exemptions or dependency exemptions and withholding allowances are no longer used. The new form is divided into five (5) steps. Your withholdings can be based on your filing status (Married, Single or Head of Household) with no other adjustments and will only require you to complete step 1 and step 5. However, in order to get a more accurate estimate of your tax withholding, you will need to go to IRS.gov and use the "Tax Withholding Estimator". You will be able to estimate your taxes based on any additional income you may have, i.e. multiple jobs, major changes in your family income, investment income, etc. You will be able to see if any additional taxes should be withheld from your paycheck and you will be able to enter that amount on the Form W-4.

If you have claimed exempt status for federal income tax withholding on your 2020 Form W-4, you must file a new 2021 Form W-4 by February 15, 2021. Effective February 16, 2021 employees who claimed Exempt in 2020 but have not submitted a 2021 W-4 Form will have federal income taxes withheld based solely on your filing status.

**The Research Foundation Payroll Department will not be able to provide any tax advice. If you have any questions, you should contact your tax preparer or contact the I.R.S. directly.**

### **Form 3514, California Earned Income Tax Credit**

California began offering its own Earned Income Tax Credit (CalEITC) starting with calendar year 2015. If you owe taxes, the CalEITC reduces the amount of taxes you owe and may allow you a refund when you file your taxes. If you do not owe taxes, the CalEITC tax credit will provide you with a tax refund when you file your taxes. For information regarding your eligibility to receive CalEITC contact [PublicAffairsOffice@ftb.ca.gov](mailto:PublicAffairsOffice@ftb.ca.gov) or call 916-845-4800.

### Policy for Duplicate Form W-2 Requests

To request a duplicate copy of Form W-2 or to forward the original Form W-2 to a new address, please complete a *Request for IRS Form W-2* and submit it to the Research Foundation Payroll Department. All requests to forward and all requests received with a mailing address different than the current Research Foundation Payroll records will require an Address and / or Name Change Form. Requests for Form W-2s may only be made by the Research Foundation employee and must include an original signature. Please wait until March 1, 2021 to submit requests for duplicate 2020 Form W-2s. W-2 Forms are mailed within 5 business days of receipt of the request. IRS Form 4506, Request for Copy of Tax Return, may be helpful to obtain a copy of a tax return including attachments (Form W-2, etc.) You may also contact the SSA at [www.ssa.gov](http://www.ssa.gov) for copies of W-2 Forms for prior years.

### Beneficiary Designation Information

If you have had any changes in your status, it is important that you update your beneficiary forms. Please contact the Human Resources Department to update your Designation of Beneficiary Form.

### Forms and Rates

*Address and / or Name Change Forms* and *Request for IRS Form W-2s* may be obtained at the Research Foundation front desk or at [www.foundation.csulb.edu/forms](http://www.foundation.csulb.edu/forms). All IRS forms may be obtained at the IRS website [www.irs.gov](http://www.irs.gov). If you have any further questions, please do not hesitate to contact me at (562) 985-5878 or Lana Pinsky, Payroll Supervisor, at (562) 985-8487.

	2020	2021
Social Security Withholding	Social Security withholding is calculated on wages up to \$137,700 at 6.20% to a maximum withholding of \$8,537.40	Social Security withholding is calculated on wages up to \$142,800 at 6.20% to a maximum withholding of \$8,853.60
Medicare Tax	Medicare tax is calculated at 1.45% of gross wages, no limit.	Medicare tax is calculated at 1.45% of gross wages, no limit.
California State Disability Insurance	SDI tax is calculated on wages up to \$122,909 at 1% to a Limit of \$1229.09	SDI tax is calculated on wages up to \$128,298 at 1.2% to a limit of \$1539.58
Minimum Wage	California: \$13.00 per hour	California: <b>\$14.00 per hour</b>
403B / 457B	Contribution limit is \$19,500	Contribution limit is \$19,500
403B Age 50 Catch-up	Catch-up contribution limit is \$6,500	Catch-up contribution limit is \$6,500