

Subject: IMPORTANT Tax Update
Date: Tuesday, January 5, 2021 at 4:22:21 PM Eastern Standard Time
From: Elizabeth G. Williams
To: All Accounts
Priority: High
Attachments: Employee Resource Center Directions 2020.pdf, fw4.pdf

Good afternoon,

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W-2's

The payroll team is preparing 2020 W-2's. Please look on the [Employee Resource Center](#) (ERC) under demographics to confirm: 1) your mailing address, 2) your legal name as it appears on your social security card, and 3) your social security number as it appears on your social security card. If you would like to receive your W-2 electronically, you may make that selection through the Employee Resource Center before 1/10/2021. Electronic W-2's will be released by the end of the day 1/15/2021. You do not need to change your selection if you have received electronic W-2's in the past. If you do not make a selection or if you choose paper, you will receive your W-2 on 1/29/2021 through the courier.

W-4's (Federal tax withholding)

The IRS updated tax tables and Form W-4 in 2020 and again in 2021. All employees must update their tax withholdings to best reflect your current tax circumstances. **I'm very sorry for the short notice as this needs to be completed before your first pay check in 2021. Taking the time to make this update will help to eliminate unfortunate surprises when you file your 2021 taxes.** Tax withholdings may be updated on the employee resource center or by completing a [new W-4](#). A brief video will be available tomorrow, January 6, 2021 on the RSS website, under the Finance page to help you navigate making changes to your W-4. Completed W-4's (paper forms) should be submitted to payroll through the courier. If you are completing steps 4A or 4B you will need to send your W-4 to the Payroll Department, this cannot be completed on the Employee Resource Center. For employee security, we will not accept W-4's via email. If you choose to update on the Employee Resource Center, filing status was updated on the W-4 (2020); the options for married can be found in the chart below. If you file married, our finance software will calculate withholdings as Married- filing jointly.

Old W-4 Values (Pre-2020)	2021 Payroll Employee Tax Information
Line 3 Value	Filing Status
Single	SINGLE
Married, but withholding at a higher rate	SINGLE
Married Filing Separately	SINGLE
Married	MJOINT

If you need assistance completing the W-4, you may [estimate your withholdings](#) or see the [frequently asked questions](#) on the IRS website. Finance employees will help with anything we can however we are not qualified or able to give financial/tax advice. A tax professional can address any technical questions you may have.

If you are unable to access your Employee Resource Center, the financial secretary at your location will be able to assist you. If you receive an error message please contact your Payroll Specialist as listed below.

Specialist by location:

Specialist	Marcia Hatcher	Shaina Vail	Suzanne Prevette
Email	HatcherMB@rss.k12.nc.us	VailSF@rss.k12.nc.us	ErvinSH@rss.k12.nc.us
Phone	704-630-6022	704-630-6025	704-630-6023
	<u>Locations</u>	<u>Locations</u>	<u>Locations</u>
	China Grove Elementary	Henderson Independent	Bostian
	China Grove Middle	Erwin	Corriher Lipe
	East High	Overton	Koontz
	Enochville	Carson	Shive
	Faith	Millbridge	Granite Quarry
	Isenberg	Morgan	Hanford Dole
	Hurley	Mt. Ulla	Knollwood
	Knox	North High	North Elementary
	Landis	North Middle	Early College
	Rockwell	Southeast Middle	Salisbury High
	West High	West Elementary	South High
	Wallace Educational Forum	Summit Virtual	West M
	Student Services	Maintenance	Transportation
		Horizons	

Thank you,

Elizabeth Williams

**Payroll Supervisor
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