

Five Things to Know About Your

W-2

& tax withholding

1. W-2s are available by January 31 each year. Access your W-2 online rather than waiting for a hard copy. Visit **MCPS Hub+** and select the **2024 & Prior ePaystub and Tax Documents** tile under the **Me** tab to log in and authorize web delivery.
2. Taxable wages are not equal to annual salary.*
3. Taxable wages are the same for both state and federal tax returns.
4. Keeping your address up to date ensures that your state and local tax withholding is accurate.**
5. Adjust the amount of income taxes being withheld by visiting **Hub+** and selecting the **Direct Deposit & W-4** tile under the **Me** tab. Click on the **Tax Withholding** tile and the pencil icon at right to update Federal and/or Regional tax withholding.

* Taxable wages are based on calendar year and do not include pretax benefits (e.g., health insurance, pension contributions, and tax-deferred annuities).

** Check the latest ePaystub to see if your address is correct. If it is not, visit **Hub+** and select **Personal Information** under the **Me** tab. Select the **Contact Info** tile and the pencil icon next to Home Address to make changes.

