



HowardSimon
retirement plans • payroll solutions
human resources management

Healthcare Box 12DD Reporting

According to our records, you issued 250 or more W2's in 2014. This means that for 2015 you are required to report the total cost of health insurance in box 12DD on form W-2 for your employees. This is a mandatory requirement and typically your insurance provider would provide you with the amounts to report.

To comply with this requirement there is a deduction code in your setup named "ERMedical – ER & EE Health Care Cost Memo". Please note:

- The code will NOT appear on employee checks.
- The code will appear on company reports
- This is the **total cost** of insurance: employee PLUS employer cost

There are two ways to enter the information into the system:

1. Enter the year to date total for health care cost (employee + employer) for each employee on your next payroll (or by the last payroll in 2015) using the ERMedical Code.
2. Email a spreadsheet, formatted like the below, to support@hsimon.com

ID #	ER MEDICAL AMOUNT
10025	\$1,323
10037	\$4,250

To ensure timely year end processing, please provide, or enter this data as soon as possible. If you have any questions please do not hesitate to contact a client service team member.

Happy Holidays!

