



W2 Reporting Guide

South Carolina Medical Association Members Insurance Trust

LFG Group ID: **SCMASC2**

South Carolina Medical Association Members Insurance Trust elects to receive the following FICA and W2 Reporting services in connection with its policy provided by Lincoln Financial Group (LFG). Representatives of South Carolina Medical Association Members Insurance Trust must understand and agree to the terms of the service for the policy as outlined below; please share this document with South Carolina Medical Association Members Insurance Trust's Tax Advisor and Accounting Department.

FICA Match Service

Short Term Disability

Policy Number: 00040219848

Employer Premium Contribution: 100%

Employee Premium Contribution: 0%

LFG offers this service to Employers with (STD) policy when they contribute to all or a portion of the premium and would like LFG to handle all tax administrative and reporting responsibilities associated with this policy. Tax reporting and remittance is filed under LFG's name and EIN. Once established the service cannot be changed until the next tax year and/or renewal. It is effective going forward and cannot be applied retroactively or to prior tax years. If elected, there is an additional cost for this service. Please refer to your contract for the specific rates.

Lincoln's Responsibilities:

- Calculate and withhold the employee's portion of FICA tax liability and deposits funds as required with the SSA/IRS.
- Calculate the employer's portion of FICA tax liability and deposits funds as required with the SSA/IRS.
- Calculate and withhold Federal (FIT) and State (SIT) Income tax and deposits funds as required with the IRS and State. *(This is a voluntary withholding and requires the employee to submit a completed W4S)*
- Reports the Employee and Employer FICA taxes and the taxable amount of insured STD benefits on LFG's Form 941.
- Prepare and file IRS form W-2.
- Distribute IRS Form W2 directly to the employee.
- Provide Annual FICA Reports to the Employer. ***The report can be found on www.lfg.com under Administrative reports and can be accessed after January 10th for the prior year. A hard copy of the report will be mailed to the Group on or before January 10th.***
- Provide Monthly Claim Status and Explanation of Benefits Reports to the Employer. ***The reports can be found on www.lfg.com under Administrative reports and can be accessed the 5th business day after month end. A hard copy of the report will be emailed or mailed to the Group on or before the 5th business day after month end.***

Employer's Responsibilities:

- Verify the accuracy of information on the Monthly and Annual reports, including but not limited to employee name, social security number, date of disability, employer location name and EIN, and employer contributions percentage.
- Report and pay Federal and State unemployment taxes, such as FUTA and SUTA and any other miscellaneous payroll taxes due on STD benefits received from Lincoln Financial Group (if applicable).