

W-2 REPORTING FOR FFCRA LEAVE WAGES: WHO, WHAT, WHERE, HOW

Have you paid employees any wages required by the Families First Coronavirus Responses Act (FFCRA)? If so, it is critical to correctly map the earning code for these qualified sick and/or family leave wages onto Form W-2. Employers using a third-party payroll provider should confirm these earning codes will be reported correctly. Here's an at-a-glance guide to FFCRA wage reporting. Full guidance can be found in [IRS Notice 2020-54](#).

WHO >

Any employee (including self-employed individuals who also receive wages or compensation as employees) who received payments in 2020 under FFCRA.

WHAT >

Identify payments made separately for:

Sick Leave Wages for Employee: In labeling this amount, use the following or similar language: "sick leave wages subject to the \$511 per day limit." This applies to employees unable to work due to:

- A federal, state or local quarantine or isolation order related to COVID-19
- COVID-19 self-quarantine at the direction of a health care provider
- COVID-19 symptoms and pending medical diagnosis

Sick Leave Wages for Employee Caring for Others: In labeling this amount, use the following or similar language: "sick leave wages subject to the \$200 per day limit." This applies to employees unable to work because they are caring for an individual subject to a self-quarantine or isolation at the direction of a health care provider or government.

Emergency Family Leave Wages: In labeling this amount, use the following or similar language: "emergency family leave wages." This applies to employees caring for a child whose school or place of care is closed or unavailable due to COVID-19.

WHERE >

Place the applicable descriptions/codes listed above in Box 14 on Form W-2

OR

Attached a separate statement page to Form W-2. Here is sample wording:

Included in Box 14, if applicable, are amounts paid to you as qualified sick leave wages or qualified family leave wages under the Families First Coronavirus Response Act. Specifically, up to three types of paid qualified sick leave wages or qualified family leave wages are reported in Box 14:

- Sick leave wages subject to the \$511 per day limit because of care you required;
- Sick leave wages subject to the \$200 per day limit because of care you provided to another; and
- Emergency family leave wages.

Individuals with self-employment income AND wages paid by an employer:

- Report the qualified sick leave or qualified family leave wages on **Form 7202, Credits for Sick Leave and Family Leave for Certain Self-Employed Individuals**.
- Include this form with your income tax return and reduce (but not below zero) any qualified sick leave or qualified family leave equivalent credits by the amount of these qualified leave wages.

If you only have self-employment income, follow the instructions for your individual income tax return.

HOW >

If the employee receives a paper Form W-2, the statement page must be included as a paper attachment and provided to the employee at the same time as the paper Form W-2.

If the employee receives an electronic Form W-2, the statement page must be provided electronically and provided to the employee at the same time as the paper Form W-2.

