



## W-2 Reporting Requirements

### Annual Reminders

We would like to remind you of our W-2 reporting bulletins, guides and reference tools found on the [VEHI website](#).

Employers with HSAs (Health Savings Accounts) need to include HSA contributions on the W-2, regardless of how many W-2s they complete. Employers who report more than 250 W-2s must report on the total health plan premium. Specifics on these and other pieces can be found in the materials linked below.

The [W-2 Reporting Bulletin](#) provides helpful tips, links and a Q&A on the requirements.

The [W-2 Reporting Guide, by Gallagher Benefit Services](#) provides a more in-depth view about what employers need to know.

We also provide a [Quick Reference Tool](#) to give you a handy 2-page view of the required coverage to be included in the W-2 reporting.

Please take a moment to review the documents and, as always, if you have any questions or concerns, please reach out to Bobby-Jo Salls at [bobbyjo@vsbit.org](mailto:bobbyjo@vsbit.org) or 802-223-5040 x233, or use our helpdesk at [VEHIhelp@ajg.com](mailto:VEHIhelp@ajg.com).

This notification has been sent to School Business Officials, Human Resources and Health Members.

To avoid confusion and to ensure consistency in the delivery of information, when distributing VEHI information do not modify any VEHI communications or attachments.

**Please note:** For your convenience, all VEHI Communications (sent via Campaign Monitor) can now be found in our archive at [vehi.org/home/campaign-monitors/](http://vehi.org/home/campaign-monitors/)

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52 Pike Drive  
Berlin, VT 05602  
(802) 223-5040