



Tax Services for Short Term Disability (STD)

An overview of the tax services available with Guardian's fully insured and alternate funded STD plans.

Overview

Third party sick pay benefits, which include STD, are subject to federal IRS regulations. Guardian provides comprehensive reporting services that can assist you in dealing with IRS reporting requirements.

Fully Insured STD

Planholders with fully insured STD can select one of the following options:

1. Tax Reports Only - No W-2 Printing or FICA Match

Guardian provides quarterly and annual tax reports only. The employer will use these tax reports to prepare W-2s for employees who received disability benefits during the calendar year. The employer is also responsible for making matching FICA payments. There is no additional charge for this service.

2. W-2 Printing - No FICA Match

Guardian will print W-2 forms under the employer's federal tax ID number and will mail them directly to the employee's home. The employer will receive notice of the amounts shown on the employee's W-2 form via the quarterly and annual tax reports. These amounts are needed to file the employer's quarterly and annual federal tax returns (940 and 941). In addition, Guardian will provide the employer with Copy A, D and 1 of the employee's W-2 forms.

The employer is responsible for paying any employer FICA match, and for submitting Copy A of the employee's W-2 forms to the Social Security

Administration. Employers choosing this option will continue to receive quarterly and annual tax reports from Guardian. There is no additional charge for this service.

Note: This option is not available for plans with multiple employer names and/or tax ID numbers.

3. W-2 Reporting with FICA Match

Guardian will pay the employer's portion of FICA contributions on the employer's behalf, in addition to the preparation of W-2 forms. Matching funds will be transferred under Guardian's federal tax ID number. Employee W-2 forms will be issued under Guardian's tax ID number.

Employers choosing this option will continue to receive quarterly and annual tax reports from Guardian. There is an additional charge for this service.

Alternate Funded STD

Planholders with alternate funded STD can select one of the following options:

- Tax Reports Only - No W-2 Printing or FICA Match
- W-2 Printing - No FICA Match

Note: W-2 Reporting with FICA Match is not available.

Contact your Guardian Group Sales Representative for more information.