

## Stock Plan Services

# Filing taxes for your employee stock purchase plan (qualified)



When you sell stock in a qualified employee stock purchase plan (ESPP), you may have to report ordinary income—as well as any gain or loss—on your tax return. This guide will help you understand which documents are needed and how they are used when you, or your tax advisor, file your taxes.

### **IMPORTANT:**

Before proceeding, refer to your employer's plan documents to ensure that you're enrolled in a qualified ESPP, as the tax treatment is different than in a nonqualified plan. If you're enrolled in a nonqualified ESPP, use the **nonqualified ESPP tax guide**.





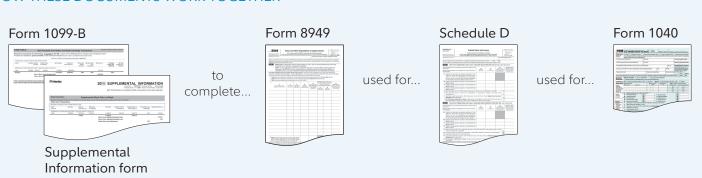
# Gather the following documents

In order to accurately file your taxes, there are several documents and forms you may need. Some will be provided by your employer and others will come from Fidelity or the IRS. Below is a list of potentially important documents and how to get them. **Make sure you have all of the applicable forms prior to filing your taxes.** 

Log in to **Fidelity.com/taxforms** to see what forms you'll receive and when you'll get them.

Form	Why it's needed	Where to find it  This form is provided by your employer.		
Form W-2	Your W-2 includes the taxable income from your ESPP.			
Form 1099-B	This IRS form has details about your stock sale and helps you calculate any capital gain/loss.	Available online at Fidelity.com/taxforms and also mailed to you. You can find out when you'll receive them online.		
2021 Supplemental Information	The Supplemental Information form, created by Fidelity, may contain information not reported on your 1099-B due to IRS regulations.			
IRS Form 8949	These IRS forms are used to report taxes on equity awards and sales	Available online at <u>www.irs.gov</u> ,* by calling 800.TAX.FORM (800.829.3676), or by visiting your local IRS office.		
IRS Schedule D and Form 1040	of stock.			

## HOW THESE DOCUMENTS WORK TOGETHER



<sup>\*</sup>Fidelity is not involved in the preparation of the content supplied at the third-party unaffiliated website and does not guarantee or assume any responsibility for its content.



# What to do when you've sold stock

Now that you have sold shares that you purchased through your company's qualified ESPP, there are two key pieces of information you should be aware of:

- Your ESPP is taxed when you sell shares.
- You have taxable ordinary income to report as well as any capital gain/loss from the sale.

As you file your taxes, you'll want to consider if you made a **qualifying or disqualifying disposition**. Income tax and capital gains are taxed differently, based on how long you've held the shares.

In order to receive beneficial tax treatment given under Section 423 for your ESPP, you are required to hold the shares:

- More than one year from the purchase date and
- More than two years from the offering date.



## **QUALIFYING DISPOSITION**

If shares are sold after the required holding periods, it is considered a **qualifying disposition** and is eligible for the Section 423 beneficial tax treatment.



## **DISQUALIFYING DISPOSITION**

If shares are sold before the required holding periods, it is considered a **disqualifying disposition** and is not eligible for the Section 423 beneficial tax treatment.

Still not sure which disposition applies to your sale? Learn more about qualifying and disqualifying dispositions.



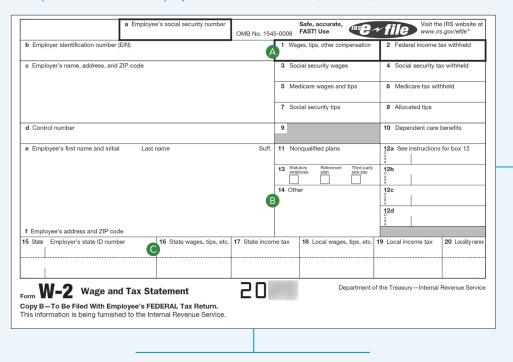
# How your ESPP information is reported on your W-2

When you sell ESPP shares, your employer reports your ESPP income as wages in box 1 of your Form W-2. ESPPs have no withholding for income tax, and Social Security and Medicare taxes do not apply. Whether you had a **qualifying or disqualifying disposition** determines how much of the income is on your W-2. The information on your W-2 is used to fill out tax form 1040.

Even if your employer doesn't report the income from an ESPP on your W-2, you're still responsible for reporting and paying ordinary income tax.

## HOW IS AN AWARD REFLECTED ON A W-2?

Example: IRS W-2 for an Employee Stock Purchase Plan (Qualified)



## BOX 1 A

ESPP income will usually be included with your other compensation in box 1.

## **BOX 14 B**

Your employer may also use box 14 to report the compensation already included in box 1.

**BOXES 16 &18 @** 

ESPP income could be included in boxes 16 and 18, if state and local taxes apply.

For illustrative purposes only.

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# Understanding ESPP gain or loss from a sale

When you sell shares of stock, you need to report any gain or loss from the sale. Accurately reporting your gain or loss will help keep you from overpaying taxes.

A capital gain/loss is the difference between your sale price and your **cost basis**.

- If you sell stock for more than its value at purchase, you recognize a gain.
- If you sell it for less than its value at purchase, it's considered a loss.
- How much of that gain or loss you report depends on your cost basis.

Your capital gain/loss and cost basis information are located on the <a href="Months: 1099-B">1099-B</a> and <a href="Months: Supplemental Information form">Supplemental Information form</a>. Often the cost basis on your 1099-B and <a href="Supplemental Information form will differ.">Supplemental Information form</a> to review the adjusted cost basis on your Supplemental Information form to help prevent overpaying taxes. The details from these forms are used to calculate your capital gain or loss on IRS Forms 8949, 1040, and Schedule D.



#### **IMPORTANT**

Make sure you have both your 1099-B and Supplemental Information form when reporting your gain or loss.

The information on your 1099-B is reported to the IRS, but the Supplemental Information form includes adjustments necessary to avoid overpaying taxes. You'll want to use the information on the Supplemental Information form to make any necessary adjustments on Form 8949. To learn more about how your gain/loss is calculated, see how cost basis factors into the equation.



# Using Form 1099-B and the Supplemental Information form

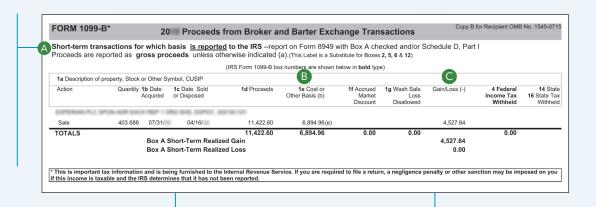
If you sold stock, you'll receive Form 1099-B and the Supplemental Information form during the tax season. The information on your 1099-B is reported to the IRS, but the Supplemental Information form includes adjustments to a capital gain or loss necessary to avoid overpaying taxes. It's important that you review and utilize the Supplemental Information form, as it is not reported to the IRS. Below are sample forms, along with key pieces of information you'll find.

## HOW IS A SALE REFLECTED ON FORM 1099-B?

Sample Form 1099-B

## **SHORT-TERM OR LONG-TERM** TRANSACTION (A

This is where you'll see if you had a short-term or long-term transaction. It will help determine which version of Schedule D and Form 8949 you need.



## **COST OR OTHER BASIS B**



- This is provided to the IRS and may need to be adjusted when you report the sale on Form 8949. If adjusted, you'll find that value on the Supplemental Information form.
- If the amounts on the 1099-B and Supplemental Information form differ, be sure to follow the steps to adjust the basis on Form 8949. This will help you avoid overpaying taxes.

## **GAIN/LOSS**

- Capital gain or loss from the sale of shares. This amount may also need to be adjusted. In that case, you'll find that value on the Supplemental Information form.
- If the amounts on the 1099-B and Supplemental Information form differ, be sure to use the adjusted amount on your Supplemental Information form. This will help you avoid overpaying taxes.



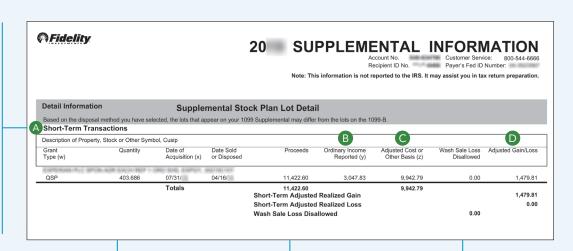
# Using Form 1099-B and the Supplemental Information form... continued

## HOW IS A SALE REFLECTED ON THE SUPPLEMENTAL INFORMATION FORM?

Sample Supplemental Information Form

# SHORT-TERM OR LONG-TERM TRANSACTION

- This is where you'll see if you had a short-term or long-term transaction. It will help determine which version of Schedule D and Form 8949 you need.
- Qualifying dispositions will always be considered long-term.



# ORDINARY INCOME REPORTED B

• This amount (cross-reference it with your W-2) is entered in column (g) of Form 8949 to adjust the basis.

# ADJUSTED COST BASIS ©

• This amount is used to recalculate your gain/ loss. It's equal to the ordinary income plus the cost basis on your 1099-B.

# ADJUSTED GAIN/LOSS

• This amount is recalculated per your adjusted cost basis. It shows your proceeds minus your adjusted cost basis. This information is not reported to the IRS. You'll want to use this information when reporting your taxes to avoid paying more in taxes than necessary.



# Submitting the information to the IRS

# Now that you've gathered the information necessary to file your taxes, how do you submit it to the IRS?

There are many ways to file your taxes: self-filing, using a <u>tax-filing service</u>, or with a tax advisor. Many tax-filing services and programs allow you to automatically transfer information from Fidelity. Please note, however, that this is not the case with the Supplemental Information form, and you'll need to manually enter it.

When filing the information you gathered will be used to report your taxes using IRS forms that include Form 1040 (for the compensation income) and Schedule D and Form 8949 (for the stock sale). If you need assistance with these forms, more information can be found in the links below.

### **HOW DO I FILL OUT FORM 8949?**

- General IRS instructions
- For instructions specific to stock plans, click the images below.

#### Form 8949 short-term



## Form 8949 long-term



## **HOW DO I FILL OUT SCHEDULE D?**

- General IRS instructions
- For Instructions specific to stock plans click the images below.

# Schedule D short-term gains or losses



# Schedule D long-term gains or losses



Now that you have the basic knowledge needed to file taxes on your equity awards, you can utilize this information to file your tax return on your own or through a tax advisor. As you go through the process, consider the different forms you may need including your W-2, 1099-B, and Supplemental Information form. For additional information about stock plan taxes and filing your tax return, visit our **Taxes and Tax-Filing Center**.



# ESPP: Purchase/sell after holding short-term

**EOR 8949** 

## Sales and Other Dispositions of Capital Assets

► Go to www.irs.gov/Form8949 for instructions and the latest information. ▶ File with your Schedule D to list your transactions for lines 1b, 2, 3, 8b, 9, and 10 of Schedule D. OMB No. 1545-0074 20**21** Attachment Sequence No. **12A** 

Department of the Treasury Internal Revenue Service

Name(s) shown on return

Before you check Box A, B, or C below, see whether you received any Form(s) 1099-B or substitute statement(s) from your broker. A substitute statement will have the same information as Form 1099-B. Either will show whether your basis (usually your cost) was reported to the IRS by your broker and may even tell you which box to check.

Short-Term. Transactions involving capital assets you held 1 year or less are generally short-term (see instructions). For long-term transactions, see page 2.

Note: You may aggregate all short-term transactions reported on Form(s) 1099-B showing basis was reported to the IRS and for which no adjustments or codes are required. Enter the totals directly on Schedule D, line 1a; you aren't required to report these transactions on Form 8949 (see instructions).

You must check Box A, B, or C below. Check only one box. If more than one box applies for your short-term transactions, complete a separate Form 8949, page 1, for each applicable box. If you have more short-term transactions than will fit on this page for one or more of the boxes, complete as many forms with the same box checked as you need.

On Form 1099-B\* ► (A) Short-term transactions reported on Form(s) 1099-B showing basis was reported to the IRS (see Note above) - (B) Short-term transactions reported on Form(s) 1099-B showing basis wasn't reported to the IRS If basis is in Box 1e (C) Short-term transactions not reported to you on Form 1099-B (even if basis is incorrect), check Adjustment, if any, to gain or loss. If you enter an amount in column (g), (e)
Cost or other basis.
See the **Note** below Box A here. enter a code in column (f). Gain or (loss). Subtract column (e) (d) See the separate instructions (a) Description of property Date sold or Proceeds If no basis or "0" Date acquired (sales price) (see instructions) and see Column (e) in the separate from column (d) and combine the result disposed of (Example: 100 sh. XYZ Co.) appears in Box 1e. (Mo., day, yr. (Mo., day, yr.) (f) Code(s) from instructions check Box B here with column (g) instructions Amount of adjustment Company ticker/symbol and number of ESPF shares sold [Box 1a on Form 1099-B] Basis in Box 1e of 1099-B is too low or blank If Box A is checked: If Box B is checked: Purchase date [Box 1b on 1099-B] Column (e): Basis in Box 1e of 1099-B Column (e): Correct basis of the sold shares (purchase price + income on Column (f): Code B W-2 for the discount at purchase). Date stock sold [Box 1c on 1099-B] Use the Adjusted Cost Basis from Column (g): Omitted amount (e.g. W-2 Fidelity's Supplemental Information compensation not included). Use the Gross proceeds from stock sale [Box 1d on 1099-B]. Ordinary Income Reported from Fidelity subtracts commissions and fees from the proceeds. Fidelity's Supplemental Information If the basis is blank or 0: Form. Put in parentheses to indicate a Column (f): Leave blank negative number (as this amount Column (g): Leave blank reduces gain or increases loss). \*\* If the basis is incorrect: Column (f): Code B Column (g): Enter "-0-" Calculate column totals. You report these totals on Schedule D. 2 Totals. Add the amounts in columns (d), (e), (g), and (h) (subtract negative amounts). Enter each total here and include on your Schedule D, line 1b (if Box A above is checked), line 2 (if Box B above is checked), or line 3 (if Box C above is checked) ▶ Note: If you checked Box A above but the basis reported to the IRS was incorrect, enter in column (e) the basis as reported to the IRS, and enter an

adjustment in column (g) to correct the basis. See Column (g) in the separate instructions for how to figure the amount of the adjustment.

For Paperwork Reduction Act Notice, see your tax return instructions.

Form 8949 (2021)

For each type of sale (Box A, B, or C checked above), list all sales of that type together on a separate copy of Form 8949.

- \* Instead of the IRS version of Form 1099-B, you received a substitute statement from Fidelity with a different layout (e.g. columns instead of boxes). All above instructions still apply.
- \*\* For ESPP shares sold in a disqualifying disposition, this amount is the W-2 income for the discount at purchase (Box 4 minus Box 5 on Form 3922).

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# **ESPP: Purchase/sell after holding long-term**

Form **8949** 

### Sales and Other Dispositions of Capital Assets

► Go to www.irs.gov/Form8949 for instructions and the latest information.

File with your Schedule D to list your transactions for lines 1b, 2, 3, 8b, 9, and 10 of Schedule D.

8b, 9, and 10 of Schedule D. Attachment Sequence No. 12A

OMB No. 1545-0074

20**21** 

Department of the Treasury Internal Revenue Service Name(s) shown on return

Social security number or taxpayer identification number

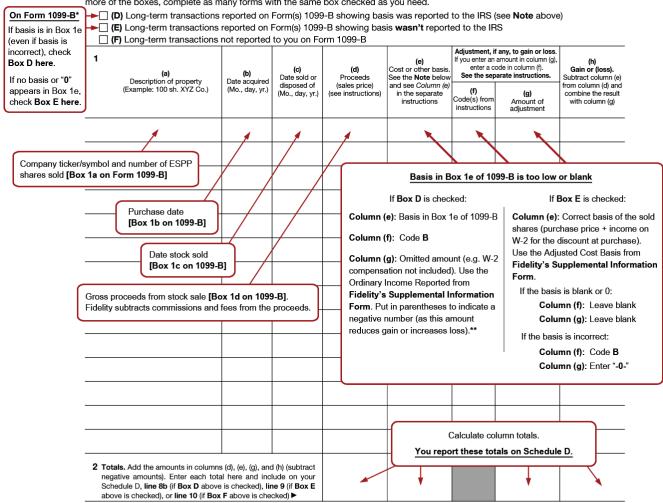
Before you check Box D, E, or F below, see whether you received any Form(s) 1099-B or substitute statement(s) from your broker. A substitute statement will have the same information as Form 1099-B. Either will show whether your basis (usually your cost) was reported to the IRS by your broker and may even tell you which box to check.

Part II

**Long-Term.** Transactions involving capital assets you held more than 1 year are generally long-term (see instructions). For short-term transactions, see page 1.

**Note:** You may aggregate all long-term transactions reported on Form(s) 1099-B showing basis was reported to the IRS and for which no adjustments or codes are required. Enter the totals directly on Schedule D, line 8a; you aren't required to report these transactions on Form 8949 (see instructions).

You must check Box D, E, or F below. Check only one box. If more than one box applies for your long-term transactions, complete a separate Form 8949, page 2, for each applicable box. If you have more long-term transactions than will fit on this page for one or more of the boxes, complete as many forms with the same box checked as you need.



Note: If you checked Box D above but the basis reported to the IRS was incorrect, enter in column (e) the basis as reported to the IRS, and enter an adjustment in column (g) to correct the basis. See Column (g) in the separate instructions for how to figure the amount of the adjustment.

Form **8949** (2021)

For each type of sale (Box D, E, or F checked above), list all sales of that type together on a separate copy of Form 8949.

- \* Instead of the IRS version of Form 1099-B, you received a substitute statement from Fidelity with a different layout (e.g. columns instead of boxes). All above instructions still apply.
- \*\* For ESPP shares sold in a qualifying disposition, this amount is the W-2 income for the discount at purchase (Box 3 minus Box 8 on Form 3922). When the actual gain at sale is less than the discount on the purchase date, the ordinary income is the amount of the actual gain at sale. When the sale price is less than the purchase price, there is no ordinary income.

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# Schedule D: Short term gains or losses

	Canital Gains and Losses				OMB No. 1545-0074					
(FORM 1040)				<b>୭</b> ⋒ <b>2</b> 4		2021				
	rtment of the Treasury al Revenue Service (99)	► Attach to Form 1040, 1040-SR, or 1040-NR.  ► Go to www.irs.gov/ScheduleD for instructions and the latest information.  ► Use Form 8949 to list your transactions for lines 1b, 2, 3, 8b, 9, and 10.  Attachment Sequence No. 12								
Name	e(s) shown on return				You	ur social se	ecurity number			
	, ,	investment(s) in a qualified opportunity 349 and see its instructions for additiona		, –		-				
Pa	rt I Short-Tei	rm Capital Gains and Losses—Ge	nerally Assets l	Held One Year	or Less	(see ins	tructions)			
See instructions for how to figure the amounts to enter on the lines below.  This form may be easier to complete if you round off cents to whole dollars.		(d) Proceeds (sales price)	(e) Cost (or other basis)	Adjust to gain or Form(s) 89	g) tments loss from 949, Part I, olumn (g)	(h) Gain or (loss) Subtract column (e) from column (d) and combine the result with column (g)	The totals of all stock sales NOT appearing on Form 8949 because the correct basis was reported to the IRS on Form 1099-B (i.e. no adjustments			
1a	Totals for all shor	t-term transactions reported on Form	•					were needed) go on this line.		
	which you have However, if you c	basis was reported to the IRS and for no adjustments (see instructions). hoose to report all these transactions we this line blank and go to line 1b						The totals of all stock sales from the columns on Form 8949 where <b>Box A</b> is checked (i.e. the basis in Box 1e on		
1b		actions reported on Form(s) 8949 with	•					Form 1099-B is <b>reported</b> , even if it's <b>incorrect</b> ) go on this line.		
2		actions reported on Form(s) 8949 with	<b>+</b>							
3		actions reported on Form(s) 8949 with						The totals of all stock sales from the columns on Form 8949 where <b>Box B</b> is checked (i.e. the basis in 1e on Form		
4	Short-term gain fr	om Form 6252 and short-term gain or (I	oss) from Forms 4	1684, 6781, and 88	324 .	. 4		1099-B is <b>blank</b> or <b>0</b> ) go on this line.		
	Schedule(s) K-1	gain or (loss) from partnerships,				. 5				
6	Short-term capital	lloss carryover. Enter the amount, if an	y, from line 8 of y	our Capital Loss	Carryov	er				

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# Schedule D: Long term gains or losses

SCHEDULE D (Form 1040)

Department of the Treasury Internal Revenue Service (99)

**Capital Gains and Losses** 

► Attach to Form 1040, 1040-SR, or 1040-NR.

► Go to www.irs.gov/ScheduleD for instructions and the latest information.

► Use Form 8949 to list your transactions for lines 1b, 2, 3, 8b, 9, and 10.

OMB No. 1545-0074

2021

Attachment Sequence No. **12** 

Name(s) shown on return

Your social security number

Part II Long-Term Capital Gains and Losses—Generally Assets Held More Than One Year (see instructions)									
See instructions for how to figure the amounts to enter on the lines below.	(d) Proceeds	(e) Cost	(g) Adjustments	(h) Gain or (loss) Subtract column (e)	The totals of all stock sales <b>NOT</b> appearing on Form 8949 because the				
This form may be easier to complete if you round off cents to whole dollars.	(sales price)	(or other basis) Form(s) 89-	to gain or loss from Form(s) 8949, Part II, line 2, column (g)	from column (d) and combine the result with column (g)	correct basis was reported to the IRS on Form 1099-B (i.e. no adjustments were needed) go on this line.				
8a Totals for all long-term transactions reported on Form					word fleededy go off tills lifte.				
1099-B for which basis was reported to the IRS and for which you have no adjustments (see instructions). However, if you choose to report all these transactions on Form 8949, leave this line blank and go to line 8b.					The totals of all stock sales from the columns on Form 8949 where <b>Box D</b> is checked (i.e. the basis in Box 1e on				
8b Totals for all transactions reported on Form(s) 8949 with Box D checked	-				Form 1099-B is <b>reported</b> , even if it's incorrect) go on this line.				
9 Totals for all transactions reported on Form(s) 8949 with Box E checked	-								
10 Totals for all transactions reported on Form(s) 8949 with Box F checked.					The totals of all stock sales from the columns on Form 8949 where <b>Box E</b> is				
11 Gain from Form 4797, Part I; long-term gain from Form from Forms 4684, 6781, and 8824	checked (i.e. the basis in 1e on Form 1099-B is <b>blank</b> or <b>0</b> ) go on this line.								
12 Net long-term gain or (loss) from partnerships, S corpora 13 Capital gain distributions. See the instructions	. /								

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