

# W2 DISTRIBUTION

January 27, 2020

## Enclosed in this packet:

- A W2 for each employee assigned to your school who did not request an electronic W-2
- Frequently Asked Questions sheet to post or hand out
- W2 problem sheet - copy as needed
- A bulletin to post - "Duplicate W2 Service Charge"
- Request for Duplicate IRS Form W2 - copy as needed

## PLEASE DISTRIBUTE W2s TODAY

If you receive a W2 for an employee that is no longer at your school, please place it in the U.S. Mail today. W2s are being distributed to the employee's Friday payday worksite.

**W2 PROBLEM SHEET:** If an employee feels they have a problem with their W2, please refer them to the "Frequently Asked Questions" sheet. If this does not answer their question, and they still feel there is a problem, have them fill out the W2 Problem Sheet and fax it to the number on the form. Payroll will research the problem and respond to the employee within 3 business days.

**EMPLOYEE DID NOT RECEIVE W2:** The W2 was sent to the employee's assigned location (Org Unit) as of January 23, 2020 according to the personnel master data in SAP. If you did not receive a W2 for one of your employees, please call Payroll at 390-2022 or contact your location's Payroll Technician.

**W2 REPRINTS:** We will accept requests for reprints of W2s for 2019 beginning Monday, February 3. If an employee loses their W2, have them complete the "Request for IRS Form W2" and submit it according to the instructions on the form. **The \$5.00 charge will be waived for duplicate 2019 W2s requested until end of day Friday, February 21, 2020.**