



Date: January 3, 2020

**Subject: IMPORTANT TAX RETURN DOCUMENT AVAILABLE
W-2 Forms Are Now Available in Self Service**

If you consented to receive your Form W-2 electronically, it is now available on the Self Service website. In addition:

- If you are not an active employee but had earnings in calendar year 2019 you can also access your W-2 form on this site.
- Retirees who received an additional ID to access insurance information must use their original employee ID to access their W-2.
- Individuals employed by the state and an independent billing unit (IBU) during 2019 must use their state employee ID to access their state W-2.

NOTE: An IBU is an organization not paid through the state's payroll system (SEMA4) that is authorized by Minnesota Statute to participate in the State Employee Group Insurance Program.

Accessing W-2 Forms

To access your W-2 form, please follow these steps:

1. Sign into Self Service, www.mn.gov/selfservice using the same user ID and password that you use to access your paystub.
2. Select Self Service tile.
3. On the Self Service Homepage, select **Other Payroll**.
4. On the Other Payroll page, select **W-2 Information**.
5. On the W-2 Information page, select **View W-2 Forms**.

NOTE: If you live or work in a state other than Minnesota, there may be more than one W-2 listed on the Employee W-2 Forms page. In this situation, each W-2 needs to be opened and printed separately.

6. For PDF format:

- On the Employee W-2 Forms page, select the **PDF checkbox** for Calendar Year 2019, then click the **View W-2** button.
- Your W-2 form displays in PDF format and can be viewed or printed.

7. For non-PDF format:

- On the Employee W-2 Forms page, click the **View W-2** button for Calendar Year 2019. Do NOT select the PDF checkbox.
- Your W-2 form displays.
NOTE: You may have a W-2 that includes two pages. If so, there will be a link at the top of the page that indicates Page 1 of 2. Clicking this link displays the second page, Page 2 of 2, which will have additional entries for Box 12.
- Click the **Print This W-2** link to print as many copies of your W-2 form as needed. Try another printing method if this does not provide desired results. The W-2 should be printed on white paper and in black ink. If your W-2 form includes two pages, each page needs to be printed separately.

If you have not consented to receive your W-2 form electronically, you can do so at any time. On the Self Service website, select **Other Payroll** and **View W-2 Forms**. A pop-up box will display allowing you to consent to receive the W-2 form electronically. Once you consent, you will be able to access your W-2 form immediately. If you consent prior to the time W-2s are printed by the state, a W-2 will **not** be mailed.

Paper W-2 forms will be mailed no later than January 31, per IRS guidelines, to:

- Employees who have not consented to receive the W-2 form electronically.
- Employees who have never accessed Self Service.
- Deceased employees, at the employee's last home address. If the post office has a forwarding address, the W-2 will be forwarded.
- Employees not in active status and with job records where the last effective date is less than 01/01/2019. (Example: An employee retired December 23, 2018 but is receiving a W-2 because the last earnings were paid in 2019.)
- Employees who had no earnings for 2019 but received before-tax deduction refunds.

W-2 Information

For assistance in answering your W-2 questions, select **W-2 Information** (below the View W-2 Forms link) on the W-2 Information page. Most amounts used to compute your W-2 form are found on your last pay stub for 2019.

Corrected W-2

If you believe that your W-2 is incorrect, submit a written request to your agency payroll office. Include: your name, Social Security number, current address, former address (if you have moved recently), agency, phone number (where you can be reached at work), an explanation of the error and **your signature**. You may provide this information on the Request for Duplicate or Corrected Wage and Tax Statement (W-2) form located on the Self Service website. Select **Other Payroll, Payroll Forms**, and **W-2 Duplicate/Corrected**.

Form 1099-MISC

As designated by the IRS, some employees had income in 2019 that must be reported on Form 1099-MISC, rather than Form W-2. All 1099s will be mailed by January 31. Payments made following the date of death are reported on Form 1099-MISC to deceased employees' survivors or estates. (Payments prior to the date of death are reported on Form W-2.)

NOTE: Form 1099s are **NOT** available on the Self Service website.

Questions?

If you have questions, please contact your Payroll or Human Resources office. You can obtain contact information from within Self Service: under **Need Assistance?**, select **Employee Contacts**.