



Date: January 8, 2021

**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 in the Self Service. In addition:

- If you are not an active employee but had earnings in calendar year 2020 you can also access your W-2 Form in Self Service.
- 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 2020 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.
- You will receive multiple W-2s if:
 - You have tax withholding for more than one state or
 - You have more than 4 box 12 codes or
 - You had COVID-19 leave wages paid on or after July 22, 2020.

IMPORTANT: Employees will notice a higher income reported on their W-2 for 2020. The reported income for 2020 will reflect 27 paychecks which is one extra paycheck compared to a typical year.

NOTE: For 2020, Box 14 on the W-2 Form will include COVID-19 Paid Leave wages paid to you under the Families First Coronavirus Response Act. The three types of wages that will be reported in Box 14 are:

- COVID-19 Health Leave wages subject to a \$511 per day limit for care you required.
- COVID-19 Care Leave wages subject to a \$200 per day limit for care you provided to another.
- Expanded FMLA for COVID-19 Related School/Child Care subject to a \$200 per day limit for care you provided to another.

If you have self-employment income, see the instructions on your individual income tax return and consult with a tax expert for more information on reporting these wages on your tax return.

W-2 Information Assistance

For assistance in answering your W-2 questions, select **[W-2 Information]** link on the [Reference Documents](#) page. Most amounts used to compute your W-2 form are found on your last pay stub for 2020.

Accessing W-2 Forms

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

1. Sign into the Self Service Portal, www.mn.gov/employee using the same user ID and password that you use to access your paystub.
2. Select Self Service tile.

3. On the Self Service landing page, 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 **[VIEW W-2]** button for Calendar Year 2020.
- 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, uncheck **[View PDF]** option and select the **[VIEW W-2]** button for Calendar Year 2020. 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. Selecting this link displays the second page, Page 2 of 2, which will have additional entries for Box 12.

- Select 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 by signing into the [Self Service Portal](#) and Selecting the Self Service tile. On the Self Service Landing Page, 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.

NOTE: If you have already consented to receive your W-2 electronically, you do not need to do anything.

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 01/01/2020. (Example: An employee retired 12/23/2019 but is receiving a W-2 because the last earnings were paid in 2020.)
- Employees who had no earnings for 2020 but received before-tax deduction refunds.

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**. A form, [Request for Duplicate or Corrected Wage and Statement \(W-2\)](#) may also be used for this purpose. It is also located in the Self Service Portal. On the Self Service Landing Page, select **Other Payroll**, **Payroll Forms**, and **W-2 Duplicate/Corrected**.

Form 1099-MISC

As designated by the IRS, some employees had income in 2020 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 in Self Service.

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**.