



**Date:** January 6, 2022

**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 2021 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 2021 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 have American Rescue Plan COVID-19 Paid Leave wages between April 1, 2021 and July 1, 2021.

**NOTE: For 2021, Box 14 on the W-2 Form will include COVID-19 Paid Leave wages paid to you under the American Rescue Plan paid leave wages.** 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 paid for leave between April 1, 2021 and July 1, 2021.
- COVID-19 Care Leave wages subject to a \$200 per day limit paid for leave between April 1, 2021 and July 1, 2021 for care you provided to another.
- Emergency family leave wages paid for leave taken between April 1, 2021 and July 1, 2021.

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 the 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 2021.

## Accessing W-2 Forms

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

1. Sign into the Self Service Portal, <https://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 Landing page, select Tax Forms tile.
4. On the Tax Forms page, select View W-2 Forms tile.
5. On the View W-2 Forms page, select [VIEW W-2] button.

**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 2021.
- 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 2021. 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 Tax Forms tile and the View W-2 Forms tile. 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 01/01/2021. (Example: An employee retired 12/23/2020 but is receiving a

W-2 because the last earnings were paid in 2021.)

- Employees who had no earnings for 2021 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 Tax Forms tile, View W-2 Forms tile, and Request Dup/Corr W-2.

### **Form 1099-MISC**

As designated by the IRS, some employees had income in 2021 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**.