

**Posting Date:** January 5, 2023

## **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 2022, 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 2022 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.

### **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 2022.

### **Accessing W-2 Forms**

A change has been made in Self Service for viewing and printing your W-2. A complete set of instructions for accessing and printing your W-2s may be found in the [Self Service W-2 Information](#) instructions.

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 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 1/1/2022. (Example: An employee retired 12/23/2021 but is receiving a W-2 because the last earnings were paid in 2022.)
- Employees who had no earnings for 2022 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 2022 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".