

Memo

Date: January 16, 2024

To: Agency Payroll, HR, and Accounting Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Accessing W-2s in Self Service

W-2s are now available to view and print in Self Service

Please remind employees about the advantages of accessing their W-2 electronically. This information is also posted for employees on the Announcements page of the Self Service website. Feel free to use that announcement dated January 5, 2024, [2023 W-2 Forms Are Available in Self Service](#), as a template.

Employees who have not consented to receive their W-2 electronically, or have never accessed Self Service, can consent to receive their W-2 online at any time. Once consent is provided, the employee will be able to access the W-2 Form immediately. Employees who consent to receive their W-2 online now will not need to wait for the printing and mailing process to be completed.

Providing W-2s to employees electronically allows for significant savings in printing and mailing costs for the state. There are equally significant benefits for employees. The following are some of the advantages to W-2 Forms accessed in Self Service:

- Employees can obtain new W-2 information several days prior to the date the paper W-2s are mailed.
- Employees can obtain historical W-2 form information.
- Employees can print W-2 Forms.
- Employees can access W-2 Form information from anywhere – at work, at home, or while traveling.
- Employees continue to have access to W-2 information after separating or retiring.
- W-2 Forms will not be delayed or lost in the mail.

Employees will receive multiple W-2s if:

- They have tax withholding for more than one state or
- They have more than 4 box 12 codes.

Employees (current and former) who have not consented to receive their W-2 electronically may consent at any time.

- On the Self Service Landing page, employees need to select Tax Forms. On the Tax Forms page, select View W-2 Forms.
- A message will appear with “IMPORTANT TAX RETURN DOCUMENT AVAILABLE”, select Continue button.
- Notice & Consent for Receiving Form W-2 Electronically appears allowing to consent to receive the W-2 form electronically.
- Once consent is provided, you can access W-2 information immediately. If consent is given prior to the time W-2s are printed by the state, a W-2 will not be mailed.

Agency Payroll, HR, or Accounting staff should contact Jennifer Goossen at 651-201-8072 or jennifer.goossen@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF