



Posting Date: January 7, 2026

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 Self Service. In addition:

- If you are not an active employee but had earnings in calendar year 2025, 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 2025 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 2025.

Accessing W-2 Forms

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, no action is required.

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 1/1/2025 (Example: An employee retired 12/22/2024 but is receiving a W-2 because the last earnings were paid in 2025).
- Employees who had no earnings for 2025 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, Employee ID number, 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 Tax 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 2025 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”.