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Accessing W-2s in Self Service

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

Employees who do not routinely access Self Service, or who have never signed in, are encouraged to access Self Service and consent to receive their W-2 online. If you have previously declined to give consent to receive your W-2 electronically, you can consent to access your W-2 information immediately – rather than waiting for the printing and mailing process to be completed.

The following are some advantages to W-2 Forms accessed in Self Service:

- Obtain new W-2 Form information several days prior to the date the paper W-2s are mailed.
- Find and review historical W-2 Form information.
- Print current and previous W-2 Forms.
- Access W-2 Form information from wherever you are – at work, at home, or while traveling.
- Continue to have access to W-2 Form information after separating or retiring.
- Electronic W-2 Forms will not be delayed or lost in the mail.

Current and former employees can consent to receive their W-2 electronically at any time by following the steps below:

1. Sign into the [Self Service Portal](https://www.mn.gov/selfservice) (<https://www.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**.
4. On the Tax Forms page, select **View W-2 Forms**. The IMPORTANT TAX RETURN DOCUMENT AVAILABLE message will appear, select **Continue**.
5. The Notice & Consent for Receiving Form W-2 Electronically appears which allows you to consent to receive the W-2 Form electronically.
6. 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.

You will receive multiple W-2s if you have:

- Withholding tax for more than one state or
- More than four box 12 codes.

Questions?

If you have questions about this information, contact your Human Resources or Payroll office. You can obtain contact information from within Self Service. Under “Need Assistance?” select “Employee Contacts.”