

Memo

Date: January 15, 2026

To: Agency Payroll, Human Resources, and Accounting Staff

From: Katie Karow, 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 7, 2026, [2025 W-2 Forms Are Available in Self Service](#), as a template.

Employees who have not consented to receive their W-2 electronically, or who have never accessed Self Service, can consent to receive their W-2 online at any time. Employees who consent to receive their W-2 online now will be able to access the W-2 Form immediately and 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 who access their W-2 Forms in Self Service, including:

- Obtaining new W-2 information several days prior to the date the paper W-2s are mailed.
- Find and review historical W-2 Form information.
- Printing current and historical W-2 Forms.
- W-2 Form information can be accessed from any internet capable device— at work, at home, or while traveling.
- Continued access to W-2 information after separating or retiring.
- Electronic 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.

- 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.

- Select Self Service tile, then select **Tax Forms**.
- On the Tax Forms page, select **View W-2 Forms**. The **IMPORTANT TAX RETURN DOCUMENT AVAILABLE** message will appear, select **Continue**.
- The Notice & Consent for Receiving Form W-2 Electronically appears which allows you 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.

Questions?

Agency Payroll, Human Resources, or Accounting staff should contact Halley Bui in Statewide Payroll Services at 651-201-8021 or email spsops.employeew4.mmb@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF