

# Self Service W-2 Information

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## Introduction

The W-2 Form is available by signing into the Self Service Portal. Here you will find the option to view and print your W-2 Form.

There are several significant advantages to W-2 Forms in Self Service:

- You can obtain new W-2 Form information the first day it becomes available.
- You can obtain historical W-2 Form information.
- You can print W-2 Forms.
- You can access W-2 Form information from any PC connected to the Internet – at work, at home or while traveling.
- Your W-2 Form will not be delayed or lost in the mail.

These instructions are intended for use at the time you are accessing your W-2 Form.

## Accessibility Mode for Screen Reader Function

An accessibility mode is available for those who use assistive technology. This mode changes the layout of the pages to a more linear design that works better with screen readers.

The option to turn on the accessibility screen reader mode is available on the Self Service Portal Homepage by selecting the **[ACTIONS]** button (the icon with three dots in the banner region), then select My Preferences, then select General Settings, under the General Option section, a drop down option allows users to choose 'Screen reader mode off' or 'Screen reader mode on' options.

You must sign out of Self Service Portal and sign back in for your changes to take effect.

## Access W-2 Form Information

To access W-2 Form, take the following steps.

**TIP!** Do *not* use the back and forward buttons on your browser; this could result in losing data you entered. Navigate using the Menu.

## Steps to Access W-2 Form

Action	Result
1. Access the Self Service Portal: <a href="https://mn.gov/selfservice">https://mn.gov/selfservice</a> .	<b>Self Service Portal</b> sign in page displays.
2. Sign in with the same user ID and password that you use to view your paystub. New employees obtain sign-in instructions from your Human Resources or Payroll office.	<b>Self Service Portal Homepage</b> displays.
3. On the Self Service Homepage, select the <b>Self Service</b> tile.	<b>Self Service Landing page</b> displays.
4. Select <b>Tax Forms</b> tile.	The <b>Tax Forms</b> tiles display.
5. Select <b>View W-2 Forms</b> tile.	The <b>W-2 Forms</b> page displays.
6. The W-2 for the latest calendar year will display. To view a W-2 Form for another calendar year, select the drop down arrow for Tax Year and select the year from the list.	
<p><b>NOTE:</b> Employees with W-2 Forms in multiple states will see a <b>[View Details]</b> button prior to be able to view or print their W-2. Go to Steps 9 and 10 for instructions on printing or viewing the W-2.</p>	
7. <b>To print</b> a W-2 Form: select the <b>[View PDF]</b> button. A PDF version of your W-2 Form will pop up. Be sure to print all pages.	
<p>8. <b>To view</b> W-2 information in a Self Service page: select the <b>[View W-2 Form]</b> button.</p> <p><b>NOTE:</b> Do not print this page and attach to your tax return. This is not acceptable as a substitute W-2 for the IRS. To print your W-2, select the <b>[View PDF]</b> button at the bottom of this page and print the PDF version of your W-2 Form.</p> <p><b>This will complete printing and viewing instructions for a single W-2 Form</b></p>	<p><b>View W-2 Form</b> page displays.</p> <p>By default, this page will only display all W-2 boxes and codes that contain values. Move the View All Boxes slider option located in the upper right hand corner to Yes to see all box information, even if the value is blank.</p>
<p><b>Following steps are intended for printing and viewing W-2 Forms for multiple states</b></p>	
9. If W-2 information is available for multiple states. Once the <b>[View W-2 Details]</b> button has been selected. W-2 Form can be printed for each state, by selecting the <b>[View PDF]</b> button.	

<p>10. If W-2 information is available for multiple states. Once the <b>[View W-2 Details]</b> button has been selected. W-2 information can be viewed on a Self Service pop-up page for each state, by selecting the <b>[View]</b> button.</p> <p><b>NOTE:</b> Do not print this page and attach to your tax return. This is not acceptable as a substitute W-2 for the IRS. To print your W-2, select the <b>[View PDF]</b> button at the bottom of this page and print the PDF version of your W-2 Form.</p>	<p><b>View W-2 Form</b> page displays.</p>
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### To Exit

When you are finished with the View W-2 Forms page, choose one of the following:

To return to Self Service Landing page:

Select the **[HOME]** button.

--AND--

On the menu, select the **Self Service** tile.

To exit the Self Service:

Select the **[SIGN OUT]** link.

--OR--

Select the **[ACTIONS]** button (the icon with three dots in the banner region) and select Sign Out.

### Problems and Solutions

Use the following guide to resolve problems. For additional help, contact your agency payroll or human resources office.

Problem	Solution
<p>My latest W-2 Form is not listed. Why not?</p>	<p>The latest W-2 Form generally becomes available in Self Service during the first half of January.</p>
<p>Last year I received my W-2 Form in the mail. Can I obtain my W-2 Form from Self Service this year?</p>	<p>Yes. Follow these steps to consent to receive your W-2 Form electronically:</p> <ol style="list-style-type: none"> <li>1. Go to <a href="#">Self Service Portal</a>.</li> <li>2. Select <b>Self Service</b> tile.</li> <li>3. On the Self Service Landing page, select <b>Tax Forms</b> tile.</li> <li>4. On the Tax Forms page, select <b>View W-2 Forms</b> tile.</li> <li>5. A pop-up box will appear allowing you to consent to receive the W-2 Form electronically. Once you give consent, you can access W-2s for previous years immediately as well as current year as soon as it is available. If consent is given before W-2s are printed by the state, a W-2 will not be mailed. The pop-up box will not appear if you have already consented.</li> </ol>

<p>I have questions about my W-2 Form.</p>	<p>In Self Service go to Tax Forms &gt; View W-2 Forms. Review the information available on the W-2 Information menu. If you still have questions, contact your agency's payroll or HR office.</p>
<p>I printed a copy of the most recent W-2 Form but have since misplaced it, can I print another?</p>	<p>Yes. You are able to print as many copies as needed of each W-2 Form that is available in Self Service.</p>
<p>Last year I viewed my W-2 Form in Self Service. I want to receive my W-2 Form by mail in the future. How do I change my W-2 Form access to mail?</p>	<p>To withdraw consent to view your W-2 Form electronically, you must provide a written statement indicating that you wish to receive a paper W-2 Form. For information on how to withdraw consent, in Self Service go to: Tax Forms &gt; View W-2 Forms &gt; Required Disclosures. You cannot withdraw your consent if paper W-2s have already been printed or produced. In this case, your withdrawal of consent would be effective for the following year.</p>