

Frequently Asked Questions about Form W-2

When should I receive my W-2?

- ***If you choose to receive a paper version...***The Form W-2 is required to be post-marked by January 31st each year and is mailed to the employee home address recorded in Skyward as of January 6th. Forms are printed and mailed during the last week of January. A request for a duplicate Form W-2 will not be fulfilled until after February 10th in order to allow time for the mail to be delivered.
- ***If you choose to download your own W-2...*** The electronic Form W-2 has traditionally been available to those employees on or before January 23rd, approximately one to two weeks before the paper W-2's are mailed. Information about how to provide consent for electronic delivery is sent through email.

Do I have a choice to receive a paper version or electronic version of my W-2?

Yes. Employees may choose a method for receiving their Form W-2 statements by completing the Electronic W-2 Disclosure Statement through Skyward in Employee Access. Employees have two options to choose from - either to consent to receive an electronic version or to receive a paper version of their Form W-2; *for instructions, reference the section on 'Elect W2 Electronically or Paper' listed below.*

How can I get a reprint if I did not consent?

You can go through Skyward retrieve a copy after Feb 10th; *for instructions, reference the section on 'W2 Data' listed below.*

What is the purpose of the Form W-2?

IRS Form W-2 is an annual Wage and Tax Statement which reports the taxable wage paid to an employee and the associated income and employment taxes withheld from the employee paychecks. There are other types of information that are required to be reported on this form such as tax deferred retirement contributions, before-tax dependent care deduction, and flexible spending. Wages received by a third party for disability will be sent by the third party.

What if I haven't received my W-2?

You can go through Skyward in Employee Access to retrieve a copy after February 10th; *for instructions, reference the section on 'W2 Data' listed below.*