

How to Request a Duplicate W-2

How and/or when will my initial W-2 be distributed to me?

- ♦ The W-2 Form is issued to employees that did not opt out of receiving a printed W-2 in the mail. It is mailed to the address in the payroll system approximately the third week in January. If you do not receive your W-2 by the end of January, you may contact State Payroll at 801-538-3056.
- ♦ In the event you lose your W-2 or require a duplicate copy for another reason, you may request one **after January 31**. There is a \$5 processing fee for each tax year requested. Make checks or money orders payable to the State of Utah.

How do I request a 'printed' duplicate W-2?

- ♦ You may request a duplicate W-2 (for tax year's 1996 forward) either in person or by written request.
- ♦ **W-2's will not be sent by FAX or email, under any circumstance.**

How do I print a duplicate copy of my W-2 online using Employee Self Service (ESS)?

- ♦ An electronic copy of your W-2 (for tax years 2012 and later) may be available to you online in ESS provided you are a CURRENT employee of the State of Utah, you have access to ESS, and you opted out of receiving a printed W-2 in the mail during the open election period for the requested year. The election to opt out of the mailed W-2 must be completed each year prior to the generation of the W-2.
- ♦ Access the ESS portal at: <https://ess2.finance.utah.gov/irj/> and log in using your 'Email or User Name', and 'LAN Password'. The Employee Services Overview page should display automatically, if it does not, click on the 'Payroll' or 'Payroll_Manager' tab. Click on the desired 'W-2 Forms (2012-Current)' or 'W-2 Forms Instructions' link which are listed under the 'Payments' area 'Quick Links' section. Adobe Acrobat Reader must be installed on your computer to view and/or print your W-2 Form and/or W-2 Forms Instructions. Additional instructions are available in ESS, to access them click the 'Home' tab, select the 'ESS Tutorial' link under 'Detailed Navigation' then click 'Payments'.

What information is needed for a written request?

- ♦ Written requests must include the following information:
 1. Your Name
 2. Your Social Security Number
 3. The tax year being requested
 4. Your Mailing Address
 5. A daytime telephone number
 6. Your signature (authorizing the request)
 7. Include \$5.00 for each tax year requested
- ♦ Submit written requests to:
Division of Finance - Payroll
2110 State Office Building
P.O. Box 141031
Salt Lake City, Utah 84114-1031

How do I request a duplicate W-2 in person?

- ♦ To request a duplicate in person, go to the Division of Finance office located in Room 2110 of the State Office Building (the building directly north of the State Capitol). Limited public parking is available on the East side of the State Capitol. *Bring valid photo identification (i.e., Driver's license or government issued ID) and \$5 cash or check for each tax year requested.*
- ♦ Office hours for the Division of Finance are **Monday–Friday, 8:00 a.m. to 5:00 p.m.**

NOTE: *Parking on Capitol Hill is very limited while the legislature is in session, which begins the 4th Monday in January and ends in March (45 calendar days later, excluding Federal holidays). If you should need to visit Capitol Hill during this period, we encourage you to use mass transit. Otherwise, limited public parking is available in the Capitol Visitors Parking lot located on the east side of the Capitol and State Office Building. Some parking is available along the streets around the perimeter of the Capitol. (Avoid parking in restricted areas.)*