

# 2018 W-2 Information

Friday, January 18, 2019

## When are W-2 statements issued and mailed?

The State Controller's Office (SCO) mails the employee's 2018 Form W-2 Wage and Tax Statement no later than January 31, 2019 via the U.S. Postal Service. This includes wages paid in 2018 (December 2017 - November 2018 pay periods). The SCO mails your W-2 to your home address on file as of December 14, 2018. The October 2018 pay period pay stub listed your home address for verification.

## I've lost, didn't receive, or need a duplicate copy of my W-2. What do I do?

If your W-2 form is undeliverable, the U.S. Postal Service will return the W-2 Statement to the Human Resources office in ADM 252. Human Resources will attempt to notify employees within two (2) weeks of returned W-2's.

If you did not receive your W-2 Statement and it was not returned to Human Resources, you will need to file a duplicate W-2 request. You may also visit [Request a Duplicate Form W-2 link](#).

Note: If the SCO sent your W-2 Statement to the address on file as of December 14, 2018 and you did not receive the W-2 Statement, you may apply for a fee exception. To receive the exception, you must report the lost W-2 to the Human Resources Office by **Tuesday, February 26, 2019**.

You may request more than one W-2 tax year; however, only **four prior tax years** are available and the \$8.50 processing fee applies for each tax year requested.

For **current active salaried** employees, payment for the duplicate Form W-2 may be paid via payroll deduction by checking the appropriate option on [Form 436](#). Once you submit Form 436, the SCO will deduct the fee from your next paycheck.

If you fall into the following employee categories, **you cannot use payroll deduction**:

- Faculty Early Retirement Program (FERP) participants
- Student Assistant
- Retired Annuitant
- Hourly Employees
- Special Consultants
- Inactive / terminated employees

**All payments must be made via a money order or cashier's check made payable to the State Controller's Office, Personal checks are not accepted.**

For more information regarding Form W-2's:  
[Form W-2 - 2018 Wage and Tax Statement FAQ](#)