

2019 W-2 forms were mailed on Saturday, January 25, 2020 to both active and inactive employees who had taxable wages during the 2019 calendar year. They should be arriving to the address you have on file with the Payroll Office within the next few days. If you do not receive your W-2 form, please note that Payroll will not be able to reissue a duplicate W-2 prior to February 7, 2020.

The 2019 W-2 form consists of four parts. Copy C of the W-2 form is for the employee's personal records, Copy B is for the employee's Federal tax return, the first sheet of Copy 2 is for the employee's State tax return, while the second sheet of Copy 2 is for the employee's Local tax return. **The 2019 W-2 form is an official tax document, and it should be retained by all active and terminated employees.** The Internal Revenue Service (IRS) requires employers to retain this document for four years.

If you have questions or concerns, please call the Payroll Office at 871-4275.