Important 2015 W-2 Tax Information

W-2 Distribution

The Internal Revenue Service (IRS) requires that the 2015 W-2 forms be distributed annually to all employees by February 1st. In accordance with this regulation, on or before February 1, 2016, Tax Form Management will deliver the 2015 W-2 forms on behalf of the university to both current and former university employees as follows:

- **Paper W-2 forms** will be mailed to any university employees who did not provide consent to receive the 2015 Form W-2, Wage and Tax Statement electronically on the Tax Form Management website by January 15, 2016. The paper W-2 Form will be postmarked on or before February 1, 2016 and mailed to the permanent address on file with Human Resources as of January 15, 2016.

- **Electronic W-2 forms** will be available on the Tax Form Management website for those employees who provided consent to receive their W-2 electronically on or before January 15, 2016 no later than January 22, 2016. Changes made to election after January 15, 2016 will be effective for the new calendar year.

- **Separate W-2 Notification e-mail** will be sent to you by Tax Form Management with instructions for accessing the 2015 W-2 form as soon as the W-2 form is available online at www.mytaxform.com.

2015 W-2 Instructions

A separate document with detailed Instructions for the W-2 form can be found on the Payroll Management website.

Verification of Information Reported on the W-2 Form

Please verify the Social Security number, name, and address reported on the form. This information will be sent to the Social Security Administration and the Internal Revenue Service. Any discrepancies in Social Security number and/or name should be reported to Payroll immediately so we can notify the proper agencies. Please note: your name should appear as it does on your Social Security card in order for you to receive proper credit for the earnings reported in 2015.

Requests for Replacement/Reissued W-2 forms

Please allow sufficient time to receive the W-2 form for the current calendar year in the mail prior to requesting a replacement W-2 form.

- **2015 W-2 forms** are available from Tax Form Management at www.mytaxform.com.

- **W-2 forms for calendar years 2014, 2013, and 2012** are available electronically on the ADP W-2 Services website for registered employees at any time in accordance with IRS regulations**.

- **W-2 forms for calendar year 2011** can be obtained from the Payroll Management office.

All requests made to the Payroll Management office to reissue W-2 form(s) must be in writing by submitting a Request for Replacement/Reissue Tax Document that can be obtained on the HR forms website.
**Internal Revenue Service regulations only require employers to retain copies of employee W-2 forms for three calendar years plus the current.

Payments to Foreign Nationals – Additional Tax Document Issued for Tax Treaty Benefits Granted

In addition to the Form W-2, Wage and Tax Statement that will be issued for wages paid during calendar year 2015, a **1042S form** may also be issued if you have been granted a tax treaty exemption or received any other reportable payments (taxable nonqualified scholarships for room & board, fellowships, prizes, or awards) during the calendar year. Please **do not** file your 2015 tax return until you also receive the 1042S form that will be available online on or before March 15, 2016. This form is distributed electronically through Glacier Tax Prep, tax preparation software provided for your convenience by the University. A separate e-mail will be sent directly to you from Glacier on behalf of the university with instructions for obtaining the 1042S form.

For any additional questions, please contact the Temple University Payroll Management Office at (215) 926-2244.