



State of Utah Employees - How to Request a Duplicate W-2 Form

I am a current or former State of Utah government employee - How and when will I get my initial W-2?

- ◆ The W-2 Form is mailed to current and former employees of the State of Utah, who did not opt out of receiving a printed W-2 during the open election period. The W-2 is mailed approximately the fourth week in January to the employee's address in the payroll system as of the date the W-2s are generated. If you do not receive your W-2 by the end of February, contact State Payroll to request your W-2 by submitting an emailed, written or in person request, as outlined below. State Payroll will respond to emailed requests within 3 business days; written requests will be processed when personnel are working in the office.
- ◆ If your W-2 form is lost, or you require a duplicate copy for another reason, you may request one **on or after March 1**.

How do I obtain a duplicate W-2?

- ◆ If a **paper** W-2 was initially issued to you (in the mail), you may request a duplicate W-2 (for up to the most recent four years issued) by submitting an emailed, written or in person request, as outlined below.
- ◆ If an **electronic** W-2 was initially issued to you (online in ESS), the most recent four years issued are available to current employees online in ESS. If you do not have access to ESS, or if you need an older W-2 (electronic copies may be available back to 2012) you may request a duplicate W-2 (for up to the most recent four years issued) by submitting an emailed, written or in person request, as outlined below.
- ◆ **W-2's can be mailed or sent by encrypted email, they will not be sent by FAX under any circumstance.**

How do I access an 'electronic' copy of my W-2 in the Employee Self Service (ESS) portal?

- ◆ An electronic copy of your W-2 (for the most recent four years issued) may be available to you online in ESS provided you are a **CURRENT** employee with access to ESS and you opted out of receiving a paper W-2 in the mail during the open election period, for the requested year.
- ◆ To access the ESS portal go to: <https://ess2.finance.utah.gov/irj/>. Use of a personal computer and authorized internet browser is required. Adobe Acrobat Reader must be installed on your computer to view and/or print your W-2 Form and/or W-2 Forms Instructions. Once you have logged onto the portal, 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 or W-2 Forms Instructions link under the **Payments** area Quick Links. Additional instructions are available in the ESS portal, to access them click on the **Home** tab, select the ESS Tutorial link under Detailed Navigation, click on Payments and select the desired link.

What information is needed for your emailed (or written) request?

- ◆ **Submit your emailed request (with the requested information below) to: payroll@utah.gov**
 1. Your name
 2. Your Employee Identification Number (EIN)
 3. The last 4-digits of your Social Security Number (or your full Social Security Number if you do not know your EIN)
 4. Your date of birth
 5. The tax year(s) being requested
- ◆ **If you do not have email and want a copy of your W-2 mailed, submit your written request (with the requested information below) to: Division of Finance - State Payroll, P.O. Box 141031, Salt Lake City, Utah 84114-1031**
 1. Your name
 2. Your Employee Identification Number (EIN)
 3. The last 4-digits of your Social Security Number (or your full Social Security Number if you do not know your EIN)
 4. Your date of birth
 5. The tax year(s) being requested
 6. Your mailing address
 7. A daytime telephone number (including area code)
 8. Your signature (authorizing the request)

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

- ◆ The physical address for the State of Utah, Division of Finance - State Payroll Office is: 4315 S. 2700 W., 3rd Floor, Salt Lake City, Utah 84129-2128. **Office hours for the Division of Finance are 8:00 a.m. to 5:00 p.m., Monday - Friday. Our office is closed on observed holidays.**
- ◆ You must bring valid photo identification with you for verification (i.e., your driver license or government issued identification).