



DIVISION OF FINANCE

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

I am a current or former state 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 at 801-538-3056.
- ◆ 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 'printed' duplicate W-2?

- ◆ You may request a duplicate W-2 (for tax years 1996 forward) either in person or in writing.
- ◆ **W-2's can be mailed or sent by encrypted email, they will not be sent by FAX under any circumstance.**

How do I print a copy of my W-2 online using 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, 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.
- ◆ 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 a written request?

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| <ul style="list-style-type: none">◆ Written requests must include the following information:<ol style="list-style-type: none">1. Your name2. Your social security number3. The tax year(s) being requested4. Your mailing address5. A daytime telephone number (including area code)6. Your signature (authorizing the request) | <p>Submit your written request to:
Division of Finance - Payroll
450 North State Street
State Office Building, Room 2110
P.O. Box 141031
Salt Lake City, Utah 84114-1031</p> |
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How do I request a duplicate W-2 in person?

- ◆ To request a duplicate in person visit the Division of Finance in Room 2110 of the State Office Building, which is located directly north of the State Capitol. Our physical address is 450 North State Street in Salt Lake City. 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).*
- ◆ Office hours for the Division of Finance are **Monday - Friday, 8:00 a.m. to 5:00 p.m. Telephone: 801-538-3056**
NOTE: *Parking on Capitol Hill is limited while the legislature is in session (beginning the 4th Monday in January and ending 45 calendar days later in March). If you should need to visit Capitol Hill during this period, we encourage you to use mass transit. Visitors may park in the public lot located on the east side of the Senate (East) Building, or the upper lot northeast of the State Office Building. Parking is also allowed along the streets around the perimeter of the Capitol Hill Complex unless otherwise stated by signs. Avoid parking in restricted areas or your vehicle may be ticketed.*