W-2 FAQs

• When will the printed W-2 forms be mailed?
  o Electronic W-2s, for those who consent, are typically available in myUFL by January 22nd for the preceding calendar year.
  o Printed W-2s are mailed by January 31st for the preceding calendar year.

• Where do I consent to retrieve my electronic W-2?
  o Log in to myUFL (my.ufl.edu) and navigate to Main Menu > My Self Service > Payroll and Compensation > W-2/W-2c Consent. You can provide your consent and retrieve your W-2 as soon as it is available. In addition, you can access all prior UF-issued W-2s back to 2005.

• I consented for electronic W-2, but I am no longer a UF employee. Can I still get it electronically?
  o Terminated employees do not typically have security to retrieve their W-2 electronically, so the W-2 is mailed on January 31 for the preceding calendar year to the local home mailing address in the UF Directory.
  o Terminated employees who are permitted to maintain an active Gatorlink account (due to another UF affiliation) should have access to My Self Service in myUFL to provide consent or to retrieve their W-2s, along with their paycheck data.

• How long is my consent valid?
  o Once you have consented, and as long as you remain an active UF employee, your W-2s will be available through the myUFL portal until you withdraw your consent.

• If I consent for an electronic W-2, will I still receive one in the mail?
  o If you consent after January 20th, it is likely that a W-2 will still be mailed to you. However, you can also retrieve your W-2 electronically, as soon as it becomes available.

• How will I know when my W-2 is available electronically?
  o An email notice is sent to all employees who have consented to retrieve their W-2 electronically. The electronic W-2s are expected to be available by January 22 for the preceding calendar year.

• I’m trying to retrieve my W-2 electronically in myUFL but I just get a blank screen.
  o Your W-2 may be blocked by a Pop-Up Blocker. Press and hold the CTRL key while clicking the link for the “Year End Form”. Continue holding the CTRL key until the form appears. Alternatively, you can temporarily disable your browser’s Pop-Up Blocker.

• My W-2 screen in myUFL says, “There are no year end forms available at this time. Please try again later.” What does this mean?
  o If it is before January 22nd, the W-2 forms have not yet been generated for the preceding calendar year.
  o If it is after January 22nd, you may not have a W-2 from UF for the preceding calendar year.

• I am a foreign national employee. Will I get a W-2?
  o Depending on your residency status for tax purposes and potential tax treaty impacts, you may receive both a Form W-2 and a Form 1042-S for the preceding calendar year. All Forms 1042-S are generated and mailed by March 15th for the preceding calendar year.

• How do I update my address to ensure that my W-2 gets delivered to me?
  o Active employees can update their local home mailing address in myUFL using the navigation Main Menu > My Account > Update My Directory Profile
  o Inactive (terminated) employees should complete a Former Employee Address Change Request Form (http://hr.ufl.edu/wp-content/uploads/forms/recruitment/former_employ_address.pdf)
    ▪ This form will only change your address going forward.

• How do I request a copy of my W-2?
  o If you have not received your mailed W-2 by February 8th or within a reasonable delivery time, you may request a duplicate copy by completing a W-2 or 1042S Duplicate Request form (http://www.fa.ufl.edu/wp-content/uploads/payroll/fa-uts-w2dup.pdf)
• I’m located outside of the United States. Can you fax my W-2 form to me?
  o For security purposes, we cannot fax your complete W-2 form internationally, but we can mail it
to your foreign address. You may request that a duplicate be sent to you by completing a *W-2 or
1042S Duplicate Request* form ([http://www.fa.ufl.edu/wp-content/uploads/payroll/fa-uts-
w2dup.pdf](http://www.fa.ufl.edu/wp-content/uploads/payroll/fa-uts-w2dup.pdf))

• My name is misspelled on my W-2. How can I have this corrected?
  o Please bring a copy of your Social Security card to University Payroll and Tax Services, located
in 33 Tigert Hall. We will update your name as it is shown on your Social Security card and
reprint a W-2 form. However, in order to update your Directory Profile in myUFL, students
must contact the University Registrar. Please refer to the Registrar for more information. Non-
student employees must notify University Processing and Records in Human Resource Services.

• My W-2 doesn’t show my current address. Is this a problem?
  o Addresses change often, so the IRS does not rely on the address printed on your W-2. You
should use your current address when you file your year-end tax return. We will not reprint your
W-2 simply for a change to the address.

• What is code DD in Box 12 of my W-2?
  o Beginning in 2012, this amount is for informational purposes only and represents the cost of
coverage under an employer-sponsored group health plan. In general, the amount includes both
the portions paid by the employer and by the employee.

• What are the codes in Box 14 of my W-2?
  o 125 – All before-tax deductions to health, life, dental, vision, flexible spending and other
qualified plans
  o 132 – Before-tax parking deductions
  o 401a – Your contributions to the FICA Alternative Plan
  o 414h – Mandatory retirement contributions. The FRS requires all members to contribute 3%
employee contributions. These contributions, as required by s. 121.71(2), Florida Statutes, are
treated for tax purposes as employer-paid employee contributions (commonly called an employer
pick-up) under Internal Revenue Code section 414(h)(2).

• Where can I get more information about W-2s?
  o University Payroll and Tax Services
    ▪ taxhelp@admin.ufl.edu
    ▪ W-2s: [http://www.fa.ufl.edu/departments/payroll-tax-services/w-2s-and-payroll-tax/w-2-
      information/](http://www.fa.ufl.edu/departments/payroll-tax-services/w-2s-and-payroll-tax/w-2-
      information/)
    ▪ [http://www.fa.ufl.edu/departments/payroll-tax-services/](http://www.fa.ufl.edu/departments/payroll-tax-services/)
    ▪ (352)392-1231