

# W-2 FAQs

- **When are W-2s prepared and mailed?**
  - W-2s are typically prepared 7-10 days prior to the end of January for the preceding calendar year.
  - Electronic W-2s, for those employees who have consented, are available immediately after they are prepared. Employees who have provided consent receive an email notice when the W-2s are available in myUFL.
  - All printed W-2s are mailed on the last business day in January.
- **Where do I consent to retrieve my electronic W-2?**
  - Log in to myUFL 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 since 2005.
- **I consented for electronic W-2, but I am no longer a UF employee. Can I still get it electronically?**
  - Many former employees maintain an active Gatorlink account due to another UF affiliation and should have access to My Self Service in myUFL to either provide consent or retrieve their W-2s, along with paycheck data. The UF HelpDesk can assist these employees with resetting passwords or login credentials, when needed.
  - Other former employees no longer have security to myUFL and their Gatorlink account is inactive/expired. These former employees cannot retrieve their W-2 electronically, so the W-2 is mailed on the last business day in January to the local home mailing address as shown in the UF Directory as of the date the W-2 was prepared.
- **How long is my W-2 consent valid?**
  - Once you have consented, and as long as you remain an active UF employee, your W-2s will be available through the myUFL portal.
  - W-2 consent can be withdrawn by employees in myUFL, or consent is removed for former employees who no longer have an active Gatorlink account.
- **If I consent for an electronic W-2, will I still receive one in the mail?**
  - If you provide consent after W-2s are prepared, you will receive your W-2 by mail. However, you can still consent and retrieve your W-2 electronically when it is available.
- **I am trying to retrieve my W-2 electronically in myUFL, but I only get a blank screen.**
  - 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 and select the link.
- **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?**
  - Wait until the W-2s have been prepared and try again. If it is after January 31, it is likely that you do not have a W-2 for the preceding calendar year.
- **I am a foreign national employee. Will I get a W-2?**
  - 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 15 for the preceding calendar year. Form 1042-S is not made available electronically in myUFL.
- **How do I update my address to ensure that my W-2 gets directed to me?**
  - Active employees can update their local home mailing address in myUFL using the navigation *Main Menu > My Account > Update My Directory Profile*
  - Inactive/(former) employees should complete a *Former Employee Address Change Request Form* ([http://hr.ufl.edu/wp-content/uploads/forms/recruitment/former\\_employ\\_address.pdf](http://hr.ufl.edu/wp-content/uploads/forms/recruitment/former_employ_address.pdf))
    - This form will only change your address on future W-2s that UF issues.
  - The address reflected on your W-2 is not critical for filing your personal tax return. We do not usually reprint your W-2 simply for a change of address.
- **How do I request a copy of my W-2?**
  - If you have not received your mailed W-2 by February 8, or within a reasonable delivery time

based on your location, 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 am located outside of the United States. Can you fax my W-2 form to me?**
  - 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>)
- **My name is misspelled on my W-2. How can I have this corrected?**
  - You may bring your Social Security card to University Payroll and Tax Services, located in Suite 1250 at the East Campus Office Building. We will update your name as shown on your Social Security card and reprint a W-2 form.
  - Note that longer names may be shortened to fit on the W-2, and this is acceptable.
  - 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](#).
- **What is code DD in Box 12 of my W-2?**
  - Beginning in 2012, this amount is for informational purposes only and represents the employee and employer cost of coverage under an employer-sponsored group health insurance plan.
- **What are the codes in Box 14 of my W-2?**
  - **125** – All before-tax deductions to health, life, dental, vision, flexible spending and other qualified plans
  - **132** – Before-tax parking deductions
  - **401a** – Your contributions to the FICA Alternative Plan
  - **414h** – Mandatory retirement contributions. The Florida Retirement System requires all members to contribute 3% as 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).
- **What is the Employee Year End Statement (EYES)?**
  - The EYES assists employees with comparing amounts on their W-2 to earnings, deductions, taxes, and net pay on their last biweekly pay stub for the year. It also provides a reconciliation to the reported earnings in Box 1 on the W-2. (Note: Nonresident aliens who also receive a Form 1042-S will not have the EYES in myUFL.)
  - The EYES is available in myUFL *My Self Service > Payroll and Compensation > UF Employee Year End Statement*
- **Where can I get more information about W-2s?**
  - Contact University Payroll and Tax Services
    - [taxhelp@admin.ufl.edu](mailto:taxhelp@admin.ufl.edu)
    - W-2s: <http://www.fa.ufl.edu/departments/payroll-tax-services/w-2s-and-payroll-tax/w-2-information/>
    - (352)392-1231
  - Visit the IRS website (IRS.gov) or contact the local IRS Office