

Form W-2 Guidance for Former Employees

Have you previously consented in myUFL to retrieve your Form W-2 electronically?

Former employees have access to retrieve their Form W-2 through the ONE.UF.edu application **within 18 months** of separation whether or not a previous consent is in place.

By retrieving your W-2 electronically you have access to your previous UF W-2s and are able to access your most recent UF electronic W-2 earlier than if a printed version is mailed to you. Access to retrieve your Form W-2 is available through the [ONE.UF.edu/w-2](https://one.ufl.edu/w-2) menu.



Please Note

- **Separating from UF does not automatically remove your consent to receive your Form W-2 electronically.** A printed Form W-2 is not automatically mailed to you if you have a consent in place to retrieve it electronically.
- For a printed copy of your Form W-2 to automatically be mailed by the end of January, you must withdraw your consent by logging into **myUFL > My Self Service > Payroll and Compensation > W-2/W-2c Consent.**

Where do I get more help?

Please contact Payroll & Tax Services at payroll-services@ufl.edu, or visit our web page at <http://www.fa.ufl.edu/directive-categories/payroll-tax/>.

W-2 Mailing Address

If you plan to receive your Form W-2 by U.S. mail, you must keep your home mailing address current with UF.

Why is my current mailing address important?

If you prefer to receive your Form W-2 by U.S. mail, it will be sent to the Mailing Address listed in the UF Directory. Please ensure that this address is correct, or it can cause significant delays in receiving your form. As a reminder, Payroll & Tax Services cannot update your address on file, and the address on your Form W-2 is not changed after the form has been generated.

How do I update my mailing address?

ACTIVE EMPLOYEES (before your last day of work): Log into **myUFL > My Account > Update My Directory Profile** (update the Mailing and any other necessary addresses).

FORMER EMPLOYEES: Complete the Human Resources request form at <https://www.fa.ufl.edu/wp-content/uploads/2019/06/Former-Employee-Address-Change-Request-Form.pdf> and return it as instructed on the form.

W-2 FAQs

<https://www.fa.ufl.edu/directives/w-2-frequently-asked-questions/#general>