

## **W-2 Information**

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By January 31 of each year you will receive your previous year W-2 Form. This letter explains the content of the form.

### **Address**

All Wage and Tax Statements (W-2 Forms) will be sent to the address that was printed on the paychecks. If the address has changed, please report the address change to the Human Resources Office on a SP1 before December 1<sup>st</sup>. For individuals who have separated from the University, their W2 will be sent to the address on their last pay statement.

### **Name**

The Social Security Administration and the Internal Revenue Service compare your Social Security Name (listed on your Social Security Card) with the name that is reported on the W-2 Form. If you change your name at the Social Security Administration, you must report the name change to Human Resources Office. You can do this by submitting a new SP1 with the name change.

### **Issuance of W-2**

Every year we receive a number of requests for early issuance of the W-2 Forms. We regret that the forms cannot be issued earlier. Each year a number of last minute adjustments must be made prior to the printing of the forms.

If you have any questions, please call the Human Resource Office at (434) 592-7330.