INFORMATIONAL CIRCULAR NO. 22-P-xxx ***Supersedes:*** *21-P-014*

DATE:	January 10, 2022
SUBJECT:	W-2 Wage and Tax Statements for Calendar Year 2021
EFFECTIVE DATE:	Immediately
OAR CONTACT:	Carmen Pearson (785) 296-7059 (carmen.pearson@ks.gov)
APPROVAL:	Sunni Zentner (Original signature on file)
SUMMARY:	Information Pertaining to Employee 2021 W-2 Statements

The final version of the KTXPR55 W-2 listing has been generated. The KTXPR55 report contains all information **printed** on the 2021 W-2 Wage and Tax Statement for each employee of your agency. Agencies will find the report in their agency MVS mailbox with a date of January 7, 2022. **This report should be downloaded and retained by your agency.** The report will be removed from the MVS mailbox and will no longer be available after February 4, 2022.

The KTXPR55 W-2 listing is sorted by 1) 3-digit agency, 2) alphabetically by last name/first name, and 3) social security number (SSN). The report is totaled by 3-digit agency. The 'Total Number of Employees' count from the Grand Totals page represents the total number of 2021 W-2s that were generated for your agency. The Department of Administration will be preparing a SMART voucher to bill each agency for the applicable costs associated with processing the 2021 W-2s.

In the instance where an employee worked for more than one agency, one W-2 form has been prepared that includes earnings and deductions for all agencies. The W-2 information for these employees will be included on the KTXPR55 W-2 listing for the agency appearing on the employee's most current job record.

The standard W-2 was used for 2021. The standard W-2 is one page, contains four copies (a copy to be used with the employee's federal return, two copies that can be used for the employee's state and local returns, and a copy for the employee records).

For employees consenting to receive their W-2 electronically, the form is now available on Employee Self Service (ESS). For employees receiving a printed W-2, the form will be printed and mailed by the end of January 2022.

Any employees who have retired or separated from state service continue to have access to consent to receive their W-2 forms electronically, via Employee Self- Service, for 18 months following separation. However, each retired or separated employee must sign back into Employee Self - Service and consent to receive their W-2 electronically. If this consent is not resubmitted, a paper W-2 will be generated and mailed to the former employee.

Agencies are reminded that the mailing address on the Contact Information page will be the primary address used for mailing the paper W-2 to employees who have not consented to receive an electronic W-2. If the employee has no mailing address, the employee's home address will be used for mailing the W-2. The return address for all mailed W-2 forms will be the Department of Administration, Office of Printing & Mailing.

All paper 2021 W-2s that are returned to the Office of Printing & Mailing by the U.S. Postal Service, will be destroyed after April 15, 2022.

In cases where the 2021 W-2 Wage and Tax Statement information does not agree with your agency records, please notify the Payroll Processing Team, DOA_Payroll@ks.gov, with an explanation of the issue.

For all cases where the social security number is incorrect, please send a copy of the employee's social security card to DOA_Payroll@ks.gov with the explanation. State agencies **are not authorized** to make changes on W-2 forms. The Social Security Administration and the Kansas Department of Revenue must be notified of corrections made by the Department of Administration.

For employees in need of W-2 reprints for years 2017 through 2021, **agencies are expected** to recommend that employees consent to view these W-2s electronically using the 'W-2: Consent, Reissue, Forms' tile found in Employee Self-Service. The employee may view and print the duplicate by selecting 'View W-2/W-2c Forms'. For those employees who do not consent to receive their W-2 form electronically, a paper W-2 duplicate can be requested by selecting the 'W-2 Reissue Request' option also found in Employee Self -Service.

Agencies are reminded that employees who have separated or retired from State service have access to consent, view or print, and request duplicate paper W-2s for 18 months following their date of separation. These employees should be directed to utilize Employee Self-Service to consent, view or print, or request a duplicate W-2. For requesting paper W-2 reissues, after logging into the system and selecting 'W-2 Reissue Request', the employee will be asked to review the Tax Address and make any needed corrections. **Please note that the Tax Address is where the reissued paper W-2 will be mailed**, so it is imperative that the address is correct. The employee will also need to specify for which tax year the reissued W-2 is needed. **Duplicate W-2's for 2021 will be available starting on Wednesday, February 2, 2022**.

Employees who cannot access Employee Self-Service should contact their Agency HR Office for duplicate paper W-2s. Agency shall refer to the job aid Agency Requested W2 Reprints posted on 12/28/2021 for providing these duplicate reissued W-2 statements for employees of your agency.

Attachment A has been included with this circular to assist agencies in answering questions regarding the W-2 forms. The attachment defines what items must be added (+) or subtracted (-) to arrive at the amounts shown on the W-2 form. In addition, agencies may also consider utilizing the SHARP KPAY318, "Year to Date Balances" report to assist in answering W-2 related questions. The report is available through SHARP using the path: Home / Payroll for North America / Periodic Payroll Events USA / Balance Reviews / Year to Date Balances. Employee ID and year are required to run this report.

Attachment

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