

Request W-2 Reissue FAQ's

I didn't receive my W-2 because of an address change. Can I have a reissued W2 sent to my new address?

If you are seeking a W-2 that has been issued within the five prior calendar years, you can View/Print your W-2 immediately by consenting to receive your W-2 information electronically. See the document titled "ESS W2 Instructions" for guidance on this process. If, instead of viewing/printing your W-2 electronically, you wish to have a copy mailed to your new address, you can change the mailing address to which the W-2 will be sent. This change will only affect the mailing of the reissued W-2. If you need to make a permanent address change, contact your agency human resources office so they can change the address in SHARP.

I need to have a W-2 reissued for a calendar year that is greater than 6 years prior to the current tax year. Can I request the reissue through employee self-service?

No. W-2 requests through employee self-service can only be made for five prior calendar years. Requests for a W-2 greater than 5 years are available through your agency human resources office or payroll office.