

FRANZEN & FRANZEN, LLP

CERTIFIED PUBLIC ACCOUNTANTS

February 17, 2015 – What if Your W-2 is Missing?

A few weeks ago we wrote about the steps to take if you need a replacement Form SSA-1099 from the Social Security Administration. Now we'll explain what to do if you are missing your W-2.

In most cases taxpayers get their W-2 forms by the end of January. Form W-2, Wage and Tax Statement, shows your income and the taxes withheld from your pay for the year. You need your Form W-2 to file an accurate tax return.

If you haven't received your Form W-2 by mid-February, here's what you should do:

- Contact your employer. Ask your employer (or former employer) for a copy. Be sure that they have your correct address.
- After February 23 – If you can't get a copy from your employer, call the IRS at (800) 829-1040. The IRS will send a letter to your employer on your behalf. You'll need to provide the following information when you call the IRS:
 - Your name, address, Social Security number and phone number;
 - Your employer's name, address and phone number;
 - The dates you worked for the employer; and
 - An estimate of your wages and federal income tax withheld in 2014. You can use your final pay stub for these amounts.
- File on time. Even if you have not received your W-2, your tax return is due on or before April 15, 2015 (or October 15, 2015 with a properly filed extension request). If you don't get your W-2 in time to file, you can file using a substitute form. (Note: If the estimated tax information is not correct on your originally filed return, you will need to file an amended return).

You can visit the IRS website <http://www.irs.gov> for additional information. Please feel free to call our office if we can be of assistance.