

FINANCE PROCEDURE MANUAL	TITLE: Request for Duplicate W-2s	
	NUMBER: FIN-PAY-016	VERSION: 01
	ISSUED DATE: 10/1/2010	REVISION DATE: 4/25/2014

➤ **Purpose:**

Outline of process to issue duplicate year-end tax statements to employees.

➤ **Definitions:**

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

W-2: Year-end income and tax statement sent to government agencies and each employee.

➤ **Responsibility:**

Employee: Contacts Payroll to request a duplicate W-2.

Payroll: Runs W-2 statements from PantherNet and mails statements to employees.

➤ **Procedure Details:**

1. Payroll is contacted by employee regarding W-2 form that was lost, stolen, or never received.
2. Payroll checks the W-2's that were returned (see Fin-Pay-015).
3. If Payroll has the W-2 in the return file, the correct address is obtained and the W-2 is mailed.
4. If Payroll does not have the W-2 in the return file, the employee's name is added to a duplicate W-2 list.
5. Once a week, Payroll processes duplicate W-2's through PantherNet and forwards the duplicate forms the mailroom to be mailed to employees.

➤ **References:**

The Internal Revenue Code Title 26 of the United States Code (USC):

http://uscode.house.gov/download/releasepoints/us/pl/113/100+u1/pdf_usc26@113-100+u1.zip

College Board Policy: 6Hx-18-4.32

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.32.pdf>