



IRS Form W-2 Questions & Answers January 2017

Q: *What is the IRS Form W-2?*

A: The Form W-2 is a statement that all employers must furnish to individuals. The W-2 form reports an employee's annual wages and the amount of taxes withheld from the employee's paycheck.

Q: *How do I access my 2016 Form W-2?*

A: Please use the following instructions as Form W-2 is no longer mailed to current employees:

- Login to my.lakeland.edu.
- If you forgot your password, please select the "Office 365 Password Self-Reset Instructions," located on the left side of the screen.
- Click on "Employee Info" (in gray print in the blue header area).
- Click on "Employee Home" (to the left, underneath the gold Employee Info bar).
- Click on "PDF Reports" (bottom right area of the screen).

Q: *What information is provided on Form W-2?*

A: Information on the W-2 can be found here: <https://www.irs.gov/pub/irs-pdf/iw2w3.pdf>

Q: *I did not receive a Form W-2. Should I expect one?*

A: If you were an employee of Lakeland University and earned wages during the calendar year 2016, you should expect a W-2. If no wages were earned, you will not receive a W-2.

If you are an individual or sole proprietor and you were paid \$600 or more by Lakeland University but were not a Lakeland employee, you will be issued Form 1099-MISC and will not receive a W-2.

Individuals paid by the institution may receive a W-2 or a 1099-MISC but not both.

Q: *I am no longer an employee of Lakeland University. How will I receive Form W-2?*

A: Your W-2 will be mailed to the address on file on or before January 31st.

Q: *How do I update my address if it is incorrect?*

A: If you are a current or former employee, please contact Human Resources at humanresources@lakeland.edu. Please allow a minimum of 5 business days for processing.

Q: ***What do I do with this form?***

A: Lakeland University cannot provide tax advice. Please contact your accountant or tax preparer for assistance.

Lakeland University's Volunteer Income Tax Assistance (VITA) program does offer to eligible individuals free tax preparation services. Please contact Brett Killion at 920-565-1000 ext. 2290 with questions.

Q: ***Who do I contact if I have questions on the content of my form?***

A: Please contact Tracy Moening in the Payroll Department at 920-565-1000 ext. 2224 or moeningtl@lakeland.edu.