



## IRS Form W-2 Questions & Answers January 2018

**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 Form W-2?***

Login to [My.Lakeland.edu](http://My.Lakeland.edu) (if you no longer have access - you should contact the help desk at 920-565-1143 or contact Tracy Moenning for a copy)

Click on "Employee Info" (in white print in the blue header area)

Click on "Employee Home" (off to the left, underneath the gold Employee Info bar)

Click on "PDF Reports" (bottom right area of the screen)

The 2017 W-2 is housed in this PDF section

**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 2017, you should expect a W-2. If no wages were earned, you won't 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 31<sup>st</sup>.

**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 920-565-1000 ext. 2395 or [krupskika@lakeland.edu](mailto:krupskika@lakeland.edu).

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 does offer to eligible individuals free tax preparation service through its VITA program. Please contact Brett Killion at 920-565-1000 ext. 2282 or [killionb@lakeland.edu](mailto:killionb@lakeland.edu) with questions.

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

A: Please contact Tracy Moenning in the Payroll Department at 920-565-1000 ext. 2224 or [moenningtl@lakeland.edu](mailto:moenningtl@lakeland.edu).