



IRS Form W-2 Questions & Answers January 2023

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 (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/black box in the blue header area)

Click on "Employee Home" (off to the left)

The 2022 W-2 is available in "PDF Reports" (middle 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/fw2.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 2022, 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 (or 1099-NEC) and will not receive a W-2.

Individuals paid by the institution may receive a W-2 or a 1099-MISC (or 1099-NEC) but not both, unless circumstances required 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 permanent home 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 920-565-1000 ext. 2391 or eifridc@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.

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.