

Employees now have the ability to select a paperless W2 through Employee Access Center, which will allow earlier access to information and save the district processing costs.

Paper W-2 forms will be mailed on or before January 31st each year to the address of record. Therefore, it is very important to keep your mailing address updated. If you have moved, please update your address through Employee Access Center or by completing an Address/Name/Phone Change form located on the Human Resource forms page.

Additional W-2 form copies for the current year and previous years will be available online through Employee Access Center.

Former employees must use this [online form](#) to request prior W2's.

If the original W-2 form is lost and a "REISSUED STATEMENT" is required, contact the Payroll Department. A W-2 "REISSUED STATEMENT" will be provided with a completed [Pay Lost Form W2 Reissued Statement Request](#) and a current Photo I.D. Please allow 3-5 days for processing.

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## Frequently Asked W-2 Questions

- Why are my W-2 form wages less than my actual wages?

Box 1 **Federal Taxable wages.**

Gross pay

Less pretax deferred compensation (TRS, 403b, 457)\*

Less pretax benefits\*\*

Box 5 **Medicare Wages.**

Gross pay

Less pretax benefits\*\*

- Why is Box 1 different than Box 5?

Box 1 **Federal Taxable wages.**

Gross pay

Less pretax deferred compensation (TRS, 403b, 457)\*

Less pretax benefits\*\*

Box 5 **Medicare Wages.**

Gross pay

Less pretax benefits\*\*

- How can I understand the form?

The W2 form has a Notice to Employee that explains the codes and provides a description for the amounts included in each box