Purpose

W2 forms are mailed via US Postal Service to employee’s mailing address.

Policy

On or before the Federal January 31st deadline, W-2’s are mailed to the employee’s mailing address shown as current in the Banner System.

Definitions

Banner Self Service

Procedures

SUBMITTING A REQUEST FOR A DUPLICATE W-2

If you have not received your W-2 in the mail by mid-February, contact the Payroll Services Office and make a written request for the issuance of a duplicate W-2. The Duplicate W-2 Request Form is available on the Payroll Services website under the Payroll Forms section.

Your written request must include the following:
- your full name
- Banner ID
- email address
- telephone number
- year for which W-2 is being requested
- address to which the duplicate W-2 is to be mailed

Guidelines

W-2S RETURNED AS “UNDELIVERABLE”

In the event your original W-2 is returned to Payroll Services by the US Postal Service as ‘undeliverable’, it will be held by Payroll Services until notice is received from you.

ISSUANCE OF DUPLICATE W-2S

The Payroll Services Office processes duplicate W-2 requests 2 weeks after the original W-2’s are mailed, once per week on Fridays. Once your duplicate W-2 is ready for pick up, you will receive notice from Payroll Services. Duplicate W-2’s can not be given to anyone other than the employee who is requesting the duplicate W-2.
If you have questions, email payroll@iit.edu or call extension 73336.

References

Intentionally left blank

Responsibilities

Employee

If your mailing address changes, you must change your address by either:

1. Logging on to Banner Self Service (BSS) and keying in your new address, OR
2. Completing an Address Change Request Form and sending it to the Payroll Services Office immediately.

Required Forms

Address Change Request Form