

Subject 604

W-2 Form - What to do if not received

Employers must provide employees with W-2 Forms on or before **January 31st**. If after **January 31st** you have not received your W-2 Form, contact your employer to find out if and when the W-2 was mailed. You may not have received your W-2 because of an incorrect or incomplete address. If the W-2 was returned to the employer or was not yet issued, allow a reasonable amount of time for the employer to re-mail or issue the W-2.

If you still have not received your W-2 after **February 15th**, we suggest that you contact the **Internal Revenue Service at 1-800-829-1040** for assistance. When you call you will need to give them the following information:

1. Your employer's name, address, and telephone number,
2. Your name, address, Social Security Number, and telephone number, and
3. An estimate of the wages you earned and the tax withheld.