



State of Louisiana
Division of Administration
Office of State Uniform Payroll

November 13, 2013

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2014-18

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: W-2 On-line Self View and Print Option

Prior to the 2012 tax year, annual W-2 forms were printed and mailed to all employees no later than January 31 following the previous reporting year. In order to reduce costs to the state, the Office of State Uniform Payroll (OSUP) asked all active employees to elect to view and print their own 2012 W-2 instead of receiving a paper copy via the postal service. Although there was a good participation rate for the first year, OSUP is asking for assistance in increasing the participation rate for the 2013 W-2s.

Employees choosing this option are able to view and print their W-2 by mid-January. See bullets below for specific details and/or requirements.

- Active employees must provide consent to the W-2 on-line self view and print option in LEO by **December 31**. This consent will be for the current reporting year and will continue for each subsequent reporting year until either the employee terminates employment or revokes their consent in LEO.
- Active employees not providing consent in LEO by the required deadline will continue to receive a paper Form W-2 via the postal service. Paper W-2s will be mailed each year on **January 31**.
- Active employees wishing to revoke a prior consent for the on-line self view and print option must do so in LEO. Revocation must be provided by December 31 for the current reporting year.
- Active employees, who do not choose the on-line self view and print option and who need a duplicate copy of their W-2, may obtain a copy in LEO beginning February 1.
- No action is needed for active employees, who elected to self view and print their 2012 W-2.

All employees should be advised to review their record in LEO to ensure election was recorded and saved for future calendar years.

- Employees will need an internet connection, web browser, access to LEO with an active password, and Adobe Acrobat software to view and print their W-2.
- Separated employees do not have the option of receiving their W-2 on-line and will receive a paper copy via the postal service.
- Separated employees who need a duplicate copy of their W-2 must contact their agency's EA/HR Department and complete the required Duplicate Request Form, [OSUP/F37](#). OSUP will begin accepting these requests February 10.
- Employees must maintain their current contact information in LEO or through their EA/HR department so that agencies can provide notices and updates regarding their paper W-2 and/or on-line self view and print options.
- The Division of Administration will continue to inform agencies of all required information regarding the W-2 on-line self view and print option and/or contact information changes through listserv messages, memos, meetings and/or through other means as required by the Internal Revenue Service (IRS).

Attached is a W-2 On-line Self View and Print Consent letter that must be provided to all employees hired in 2013, if not already provided. Although agencies are not required to send this letter to all employees, OSUP requests that agencies provide some form of reminder to all employees. The attached letter provides IRS required disclosure information that employees need in order to make an informed decision on how they wish to receive their annual Form W-2. Agencies should modify the letter to include the agency's official letterhead, current date, agency contact information, and any other agency specific information.

OSUP encourages agency support of this effort and requests that agencies encourage employees to make this election. Attached is a [flyer](#) that can be printed and either given to employees or displayed throughout the work place. A limited number of poster size flyers are available. Contact OSUP to obtain a poster.

Please direct any questions to a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Tiko Ary	342-1651	Gary Bennett	342-1652
Cindy McClure	342-5346	Tracy Smith	219-0191
Wendy Eggert	342-0714	Penny Jones	342-2053

APH:THA/ral

[Attachment](#)