

Sy Accountancy Corporation

Member, American Institute of CPAs

704 Mira Monte Place, Pasadena, California 91101

Tel (626) 744-0200 • Fax (626) 744-0300 • vsy@victorsycpa.com • www.victorsycpa.com

WHAT TO DO IF YOU ARE MISSING A FORM W-2

By Victor Sy, CPA, MBA

You should have received Form W-2 (Wage and Tax Statement) from your employer by now. If you did not, here are 10 tips to help you file:

1. Employers have until [January 31](#) to furnish your W-2.
2. If you have not yet received your Form W-2, ask your employer when the W-2 was mailed.
3. If it was mailed, ask where it was mailed. It may have been returned to your employer because of an incorrect or incomplete address. Allow about a week or two for delivery.
4. If was not mailed, ask why it was not mailed. Write the response down for later use. Ask your employer to mail it right away for receipt within a week.
5. If your employer did not even prepare one, ask why and discuss this with your tax preparer.
6. If you still do not receive your W-2 by February 15, contact the IRS for assistance at 800-829-1040. When you call, have the following information available:
 - A. Employer's name, address, and federal I.D. number, if available.
 - B. Your name, address, and Social Security number.Please understand that patience is a virtue when you call this 800 number. 😊
7. If you misplaced your W-2, request your employer to send a copy. Be polite. Don't make it appear that it was not mailed or that it's your employer's fault. You are just asking a favor.
8. You [must still file your tax return on time, even if you do not have Form W-2](#).
9. If you still do not receive the missing information by early April, use substitute [Form 4852](#). Attach Form 4852 to your return, in lieu of the missing form W-2. Use year-to-date numbers from your last paycheck in December. (Don't tell me that you lost that too!)
10. If you receive a W-2C (corrected form) after you have filed your return using Form 4852, [amend your return by filing Form 1040X](#), Amended U.S. Individual Income Tax Return.