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## **WHAT TO DO IF YOU DON'T RECEIVE A W2 BY TAX DEADLINE**

By Victor Sy, CPA

It's a week or two before deadline and you still have not received your W2 wage statement. Here are some tips for you to file your tax returns on time.

- Employers have until **January 31** to provide you a W-2.
- If you don't receive it by then, **contact your employer**. It may have been mailed to an incomplete or incorrect address and returned to sender.
- If the company has closed shop, you may use your **last year-to-date paycheck data**.
- If you cannot locate your last paycheck, **call IRS at 800-829-1040** and provide the following data:
  - Your name, address, and Social Security number.
  - Employer's name, address, and zip code.
  - Period you worked for your employer.
  - An estimate of the wages you earned and federal income tax withheld.
- Use **Form 4852**, Substitute for Form W-2. Attach Form 4852 to your return. Your refund may be delayed while the IRS verifies your wage data.
- **File your return even if you do not receive your Form W-2.**
- If your estimate is incorrect, the **IRS will send you a notice** with a bill or additional refund. That's OK. It's better than getting hit with a late filing penalty of 5% per month.
- If you receive your missing documents later, **amend your return by filing Form 1040X**.

The goal here is to avoid unnecessary late-filing penalties and reduce stress.