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WHAT TO DO IF YOUR W-2 IS LATE

By Victor Sy, CPA

IRS recently issued tax tips if Form W-2 (Wage and Tax Statement) is not received on time. Employers had until January 31 to send employees a 2010 Form W-2 earnings statement. If you have not yet received your W-2, here are [five tips](#) for you:

1. [Contact your employer](#) to inquire if and when your W-2 was mailed. If you moved, be sure to ask where it was mailed to and give your new mailing address. While most employers will promptly mail another copy, remember that employers are not required to send another copy if you moved but did not inform them. In this case, mail a self-addressed stamped envelope.
2. If your W-2 is not received by February 14, [contact IRS for assistance at \(800\) 829-1040](#). Here, your patience will put to a test.
3. If you still do not receive your W-2 by **April 17, 2011** (yes, that's April 17, not 15, for this year only), request an [extension to file](#).
4. If you have a copy of your last year-to-date paycheck for December 31 and do not wish to wait, use [Form 4852, Substitute for Form W-2](#), Wage and Tax Statement. Attach form 4852 to your tax return.
5. If you finally receive your late W-2 but the information is different from what you filed, [amend your return](#). Use form 1040X for federal (540X for California).