



## National Finance Center Customer Notification

### 2015 W-2 Update

January 11, 2016

Dear Customer:

The National Finance Center (NFC) is in the process of printing and mailing calendar year 2015 W-2s. The mailing process will continue through Friday, January 29, 2016. Of the approximately 695,000 W-2s to be issued, all but about 4,800 are expected to be available on the Employee Personal Page (EPP) and the Reporting Center as early as Friday, January 15, 2016, no later than Monday, January 18, 2016.

If an employee's W-2 is not on EPP or the Reporting Center, the W-2 is among the 4,800 in suspense and requires manual intervention by NFC. As the W-2s are released from suspense, they will be mailed and updated to EPP and the Reporting Center. This process will continue between now and Friday, January 29, 2016. NFC requests that agencies do not contact NFC about W-2s not available on EPP or the Reporting Center until Monday, February 1, 2016, or later.

Employees separated more than 90 days who do not receive a mailed W-2 are to contact their former Servicing Personnel Office (SPO) for their W-2. The SPO can access the W-2 on the Reporting Center under Financial Report, W2 Wage and Tax Statement. Now is the time for employees to verify their EPP access and for SPOs to (1) verify their access to W-2s on the Reporting Center or (2) request access to agency W-2 data through their Agency Security Officer.

Some employees request W-2 reprints because the address on the W-2 does not match the employee's current residential address. Please note that it is not an Internal Revenue Service requirement that the address on the W-2 match the employee's current residential address. We always recommend employees verify their mailing address and keep it current within EPP. For additional information on reprints, see the

bulletin Title I, 12-11, Availability of Reprints of IRS Form W-2, Wage and Tax Statement, on the Employee Personal Page (EPP) and the Reporting Center dated April 6, 2012, located on NFC's Home Page.

There are a few agencies whose W-2 information is not updated to the Reporting Center. After Monday, February 1, 2016, only authorized personnel from those agencies may contact NFC's Contact Center for current or separated employees who have not received W-2s by that date.

For additional W-2 information, see the bulletin Inquiry, 15-06, Delivery of the 2015 Internal Revenue Service (IRS), Wage and Tax Statement dated December 24, 2015, located on NFC's Home Page.

**Federal employees with questions concerning this notification should contact their Servicing Personnel Office.** Authorized agency representatives with questions concerning this notification should contact NFC's Contact Center at either 1-855-632-4468; via email to [NFCcontactcenter@nfc.usda.gov](mailto:NFCcontactcenter@nfc.usda.gov) or via the Remedy Requestor Console.