



Electronic 2021 Form W-2 is now available

All employees may now go to www.employeeexpress.gov and print a copy of their 2021 Form W-2. *Employees who registered online to receive an electronic W-2 will not receive a paper copy of their W-2 in the mail.*

If you chose to receive a paper copy of your W-2, it will be postmarked no later than January 31, 2022. Employees should allow sufficient mailing time to receive their 2021 Form W-2.

Identity Theft Guideline

In an effort to reduce identity theft, we are following IRS guidelines to help minimize this problem.

The IRS has finalized regulations to allow employers to voluntarily truncate employee social security numbers (SSNs) on copies of Forms W-2, *Wage and Tax Statement*, furnished to employees.

You will only notice the last 4 digits of your SS# on your W2 (Box a)

This change only affects the employees W2 Form. All other forms that have been submitted (IRS, SSA, etc) show the full SS#.

If you would like a detailed explanation of your 2021 W-2 go to <https://www.gsa.gov/buying-selling/purchasing-programs/shared-services/payroll-shared-services/tax-information>. Then select Explanation of 2021 Wage and Tax Statement.

The 2021 Form W-2 covers wages paid to employees for pay periods beginning December 20, 2020 and ending December 18, 2021. The GSA reports IRS Form W-2 information for all employees to the Social Security Administration and they in turn provide the W-2 information to the IRS and all applicable state and local taxing authorities. Employees are strongly encouraged to follow through with their responsibilities in this area and seek competent tax advice if in doubt.

If employees have not received a 2021 W-2 by February 12, 2022, or any problems or discrepancies are found on the Form W-2, please contact the GSA Payroll Services Branch (PSB) Customer Service Representatives at KC-Payroll.Finance@gsa.gov.