



Title: I, Payroll/Personnel Manual

Chapter:

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

Date: April 6, 2012

To: Subscribers of Title I

This bulletin is being issued to inform users that effective April 15, 2012, the National Finance Center (NFC) will change the process of agency requests for reprints of W-2s. After April 15, 2012, NFC will eliminate the current reprint process. By eliminating the W-2 reprint process, NFC will save computer processing time as well as the labor costs associated with it.

W-2s (and W-2Cs) will be available for reprinting in the two following options:

- EPP (employee access)
  - The W-2 is available under Personal Info on the left-hand menu. Employees who have not previously signed up for EPP may do so by accessing the link on NFC's home page and following the prompts as applicable.
- Reporting Center (agency access)
  - The W-2 Wage and Tax Statement report is available under the Financial Reports menu. Agency users who do not have access to the Reporting Center (or the W-2 Wage and Tax Statement report) should do so via their Agency Security Officer.

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Access to sensitive data is required for this report.

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All current and former employees of agencies serviced by NFC must request W-2 reprints from their respective servicing personnel office. When agencies receive requests from current employees for W-2 reprints, the agency is encouraged to inform employees to utilize EPP. Agencies are encouraged to utilize the full suite of available reports on the Reporting Center. Agency representatives without current Reporting Center (or without access to the W-2 Wage and Tax Statement report) access should request access via their Agency Security Officer.

For questions about NFC processing, contact the Payroll/Personnel Call Center (Option 3, then Option 1) at **1-800-981-3026** or *EmpowHR* Help Desk at **1-888-367-6955**.

RANDY L. SPEED, Director  
Government Employees Services Division

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