

W-2 FAQ

When will my 2020 W-2 be available?

- The University provides W-2 forms to all employees no later than January 31 each year.

I heard we partnered with ADP will I still receive my W-2 Electronically?

- Yes, beginning in 2021, Payroll collaborated with ADP and as a default; all current and former employees will automatically receive both a paper and a digital copy of their W-2. The ability to opt out of the paper option is not currently available. This option will be available in the future.
- Paper W-2's will be mailed to the active home address in Banner as of December 30 of the tax year in question (2020). A W-2 will not be re-issued for an invalid address.

Where do I go to access my W-2?

- *To access, please follow the instructions listed below.*
 1. *Login to ADP W-2 Services from the following secure website:*
<https://my.adp.com>
 2. *Click on the link for the appropriate year to display your tax document.*
- *You can access your W-2 statements using ADP Mobile Solutions. Click <http://www.adp.com/gomobile>. For more information and to get the mobile app.*

What about my prior year W-2 records?

- Current employees still have access to view W-2 forms issued prior to tax year 2020 on the Banner Employee Self-Service portal.

What if I need a Duplicate W-2?

- If you did not receive your W-2 or need another one, you may request a duplicate:
 - **If you need a W-2 for 2020 or a future date:**
Log into www.w2.adp.com – if you haven't already registered for W2 services, you must do so. Upon registration, you will be able to view, download and print your W-2 for 2020 or later at any time.
 - **If you need a W-2 for 2019 or an earlier Tax Year:**
All 2019 and earlier duplicate W-2s for active employees can be printed from the Banner Employee Self Service Portal. Former employees can complete a Duplicate W-2 Form and email it to payroll@pace.edu.