

Missing W-2 Guide

No W-2? No Worries.

1

Contact Your Employer

- ☐ Employers must send W-2s by Jan 31.
- ☐ Check your HR/payroll portal.
- ☐ If missing, send a letter requesting a copy.
- ☐ If info differs → request a corrected W-2 (Form W-2c).

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File with Form 4852

- ☐ Substitute for missing W-2.
- ☐ Must be paper filed, not e-filed.
- ☐ Requires estimated wages/taxes withheld.
- ☐ Download: [IRS Form 4852](#).
- ☐ Keep copies + supporting docs.
- ☐ If later receive W-2 → may need to amend with Form 1040-X.

2

Call the IRS

- ☐ If no W-2 by mid-February, call 800-829-1040.
- ☐ IRS rep can:
 - Contact employer on your behalf.
 - Provide a wage & income transcript.
- ☐ Have ready: SSN, employer info, wages estimate, tax year.

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File Your Return






- ☐ If you receive your W-2 later → you can e-file.
- ☐ With Form 4852 → paper return required. Always review carefully before submitting.

3

Use Your Final Pay Stub

- ☐ Shows total wages + taxes withheld.
- ☐ Keep copies of:
 - Pay stubs.
 - Employer communication.
 - IRS notes/transcripts.
- ⚠ Numbers may differ slightly from IRS records.

Quick Checklist

-  Wait until early February.
-  Contact your employer.
-  Call IRS if still missing.
-  Use pay stub + Form 4852 if needed.
-  Keep all records for your files.

Pro Tip: Filing with Form 4852 may delay your refund. Plan ahead and keep documentation in case the IRS requests verification.