

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).

4

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.

5

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.

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