



DIOCESE OF SACRAMENTO

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LAY PERSONNEL

January 31, 2017

To: Pastors, Agency Directors, Office Managers, and School Principals
FR: Anna Schiele
RE: **Common Questions with Answers regarding W-2's**

The 2016 W-2's are now available and you may begin to experience an increase in questions regarding W-2's. As the result we wanted to provide you with the most common questions accompanied with answers to have as a resource.

Common W-2 Questions:

1. I no longer work for the site, how do I obtain my W-2?

Your W-2 was sent to your last known address. If this is your current address then no action will need to be taken. If you no longer reside at the last known address you will want to contact the bookkeeper from your site and notify them of your current address so that a new W-2 can be issued to you.

2. How do I update my address? What if I am no longer employed?

For both current and past employees, your address can be updated by contacting the sites bookkeeper and providing the most current information to update their payroll records.

3. How do I obtain a reprint W-2?

You will need to contact the bookkeeper from your site and notify them of your need for a reprinted W-2.

4. How do I obtain a W-2 from prior years?

The bookkeeper from your site has access to the W-2's from prior years and can provide you with a reprint of a W-2 from a prior year.

5. I moved and did not update my address, how do I request another W-2?

You will need to contact the bookkeeper from your site and request another W-2. In addition, you will want to provide the bookkeeper with your current address so it can be updated in their payroll records.

6. I found an error on my W-2 who do I contact?

You will want to contact the bookkeeper from your site and discuss the potential error. The bookkeeper will be able to work with you in correcting an error if one is discovered.

If you have a question that is not listed please feel free to contact me. I can be reached by phone at 916-733-0240 or by email at aschiele@scd.org.