



# *Financially Speaking . . .*

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## **IRS CAN HELP TAXPAYERS GET FORM W-2**

Most taxpayers get their W-2 Forms by the end of January. Form W-2, Wage and Tax Statement, shows the income and taxes withheld from an employee's pay for the year. Taxpayers need it to file an accurate tax return.

Taxpayers who haven't received the form by mid-February should take the following steps:

**Contact Your Employer:** Ask your employer (or former employer) for a copy of your W-2. Be sure the employer has the correct address.

**Call the IRS:** If you are unable to get a copy from your employer, you may call the IRS after Feb. 27. The IRS will send a letter to the employer on your behalf. You will need the following when you call:

- Your name, address, Social Security number and phone number;
- Your employer's name, address and phone number;
- The dates you worked for the employer; and
- An estimate of your wages and federal income tax withheld in 2017. Use a final pay stub for these amounts.

**File on Time:** You should file your tax return by April 16, 2018. If you still haven't received your W-2, you should use Form 4852, Substitute for Form W-2, Wage and Tax Statement. You should estimate your wages and taxes withheld as best as possible. To request more time to file, use Form 4868, Application for Automatic Extension of Time to File. You may also e-file a request for more time. Do it for free using IRS Free File. However, remember, an extension of time to file your return is not an extension of time to pay the taxes you owe.

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