

## Missing Form W-2? IRS Can Help

Most people get their W-2 forms by the end of January. Form W-2, Wage and Tax Statement, shows your income and the taxes withheld from your pay for the year. You need it to file an accurate tax return.

If you haven't received your form by mid-February, here's what you should do:

- **Contact your Employer.** Ask your employer (or former employer) for a copy. Be sure they have your correct address.
- **Call the IRS.** If you are unable to get a copy from your employer, you may call the IRS at 800-829-1040 after Feb. 23. The IRS will send a letter to your employer on your behalf. You'll 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 2015. You can use your final pay stub for these amounts.
- **File on Time.** Your tax return is normally due on or before April 18, 2016. Use [Form 4852](#), Substitute for Form W-2, Wage and Tax Statement, if you don't get your W-2 in time to file. Estimate your wages and taxes withheld as best as you can. If you can't get it done by the due date, ask for an extra six months to file. Use [Form 4868](#), Application for Automatic Extension of Time to File U.S. Individual Income Tax Return, to request more time. You can also e-file a request for more time. Do it for free with [IRS Free File](#).
- **Correct if Necessary.** You may need to correct your tax return if you get your missing W-2 after you file. If the tax information on the W-2 is different from what you originally reported, you may need to file an amended tax return. Use [Form 1040X](#), Amended U.S. Individual Income Tax Return to make the change.