

Bulletin for ALL TSA Employees – 11/20/2018

Delivery of 2018 Internal Revenue Service Form W-2

Effective January 2019, the 2018 Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement, will be mailed to employee's residence address as recorded in the Payroll/Personnel System (PPS).

Employees have the option to elect to receive (and print) their W-2 electronically via the Employee Personal Page (EPP). Employees will also be able to import their 2018 W-2 information into TurboTax or At Home.

Implementation

The data on the W-2 will include salary payments for Pay Period 25, 2017 through Pay Period 25, 2018, inclusive. The W-2 will also include any manual payments processed after Pay Period 25, 2018, through December 28, 2018.

Employees who worked during the tax year for more than one organization serviced by the National Finance Center (NFC) will receive a W-2 containing the total wages paid by NFC for all organizations. The W-2 will be issued under the name of the current employing organization.

Employees are reminded to verify that their residence address is correct in NFC and make any changes prior to the processing of the W-2s. If the address is not recorded in NFC, the W-2 will be mailed to TSA.

Employee Indebtedness

To comply with IRS regulations, employees who have not repaid an indebtedness (e.g., salary overpayment) incurred during calendar year 2018 will have the outstanding debt included as taxable wages on their W-2s. The outstanding debt is subject to Federal and State (if applicable) income tax. Any debt payments received between December 19 and December 31, 2018, could result in a Form W-2c, Corrected Wage and Tax Statement, being issued at a later date.

Electronically Delivered Version of the W-2

IRS provides employees the option to file their tax return with a printout of an electronically delivered version of their W-2 for tax year 2018. Employees who are established users of NFC's EPP can print the electronic version of the W-2 for tax year 2018 (via NFC's Web site at www.nfc.usda.gov) for submission with their tax return. The 2018 W-2s will be available in EPP in January 2019.

Note: Employees who are not current EPP users (or who need a new user identification (ID) or password) can locate sign-up instructions under My EPP. Log on the Internet and go to the NFC's Web site (www.nfc.usda.gov), or click [here](#). Select the MY EPP icon on the HR/Payroll Application Launchpad.

TurboTax/At Home

In addition to printing their W-2 from EPP, employees will also be able to import their 2018 W-2 information into TurboTax or At Home. NFC has worked with the software providers to make their products interoperable with EPP. For more information on TurboTax, see INQUIRY Bulletin 18-03, IRS Form W-2, Wage and Tax Statement, Available for Use with TurboTax or At Home.

Maintaining W-2 Data

W-2 history data for tax years 1998 and forward is available to the employee in EPP.

Inquiries and W-2 Reprints

Employees who do not receive their W-2 when they are initially mailed, may have been determined that the W-2 required an adjustment (e.g., relocation travel payments). The appropriate adjustments will be completed by January 31, 2019, and the W-2 will be sent to the employees upon completion. Employees should use their EPP to check their W-2 data.

All current and former employees of Agencies serviced by NFC must request W-2 reprints from their respective Servicing Personnel Office.

Questions?

Please contact the HCAccess Help Desk by phone at 1–877–872–7990, by fax at 1-877-872-7993, or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Standard Time (EST) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EST Saturday and 12:00 p.m. to 4:00 p.m. EST Sunday.