

Getting Your Taxes Done – Obtaining Your W-2's

If you were directly impacted by a natural disaster, take the following steps **now** to make sure you receive your W-2's in time or have the information needed to prepare a substitute W-2.

1. Contact your employers to ensure they will provide your W-2 and that they have your correct mailing address. You may also inquire with your employer if an electronic version of your W-2 can be obtained.
2. If any of your employers are no longer in business or tell you that they will be unable to provide a W-2 due to the loss of their records, you will need to secure the following information for each employer:
 - a. Employer's name
 - b. Employer's address, including zip code
 - c. Employer's tax identification number (this may be shown on a pay stub, your prior year W-2's, etc.)
3. If your employer can not provide you a W-2, you should be prepared to estimate the wages you earned from each employer in order to have a Substitute for Form W-2 (Form 4852) completed. To have a Substitute W-2 completed, you will need the following information (when available):
 - a. Locate a final pay stub or leave and earnings statement
 - b. Develop an estimate of your annual wages earned based on the weeks worked, hours worked, hourly wages earned, prior year W-2's, etc.
 - c. Secure copies of your prior year return or transcript. (Note: If you do not have a copy one can be secured from the IRS. See information below)
4. If you have not received your W-2 or you know your employers are unable to provide your W-2, you should secure the information noted above and utilize one of the following resources to have a Substitute W-2 completed:
 - a. Call the IRS Natural Emergency Hotline at 1-866-562-5227
 - b. Visit your local free tax preparation site

If you need copies of your prior year return or transcript, call the Emergency Hotline, visit the IRS Website at www.irs.gov or stop by the nearest IRS Taxpayer Assistance Center. This is a free service for disaster impacted taxpayers. Please allow two weeks for delivery.



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