

SECTION 5.06 – Annual Federal Tax Forms

Contact: Payroll @ Extension 4160

A. Overview

IRS forms W-2 (Annual Wage and Tax Statement) and [1095C](#) (Employer-Provided Health Insurance Offer and Coverage), are provided by Everett Public Schools to each employee who received wages and qualifying benefits through the payroll system during the prior calendar year. This includes all payroll warrants dated January 1st through December 31st.

W-2 forms are:

- Printed and distributed to employees no later than January 31st of each year
- Mailed to the employee's address listed in the payroll system
- Made available for download in [Employee Online](#) no later than July 31st of each year

W-2s will be reissued if incorrect information is identified (i.e., social security number is incorrect or name does not match the social security card), otherwise duplicate W-2s can be reprinted by the employee using [Employee Online](#).

Electronic W-2 forms are available in [Employee Online](#) from tax year 2011 and forward. [Employee Online](#) accounts remain accessible by the employee up to six (6) months past their termination date.

B. References

[IRS Publication 15 – Employer's Tax Guide](#)

[IRS W-2 Wage and Tax Statement](#)

[IRS Instructions for W-2](#)

[IRS Form 1095-C – Employer-Provided Health Insurance Offer and Coverage](#)

[IRS Instructions for 1095-C](#)