

**TO:** All Human Resource Directors for  
Agencies Serviced by the  
Bureau of Commonwealth Payroll Operations (BCPO)

**FROM:** Stephen R. Burns   
Director  
Bureau of Commonwealth Payroll Operations

**DATE:** January 19, 2016

**RE:** BCPO Payroll Memo #16-01, Requesting Duplicate W-2s

The 2015 IRS Form W-2, Wage and Tax Statements, have been mailed. IRS regulations require that the 2015 W-2 statements be furnished to employees by February 1, 2016. Therefore, BCPO will not accept requests for duplicates until Tuesday, February 2, 2016.

In addition, Employee Self Service (ESS) functionality is available so that employees can print their own duplicate W-2 and W-2C forms for any of the past four years. The 2015 data is currently available to display and the W-2 forms for printing will be available to employees on or about February 1, 2016. These options are available in the ESS navigation menu under Payroll Information:

- **Display W2/W2C Data (currently available)**  
access end of year data to prepare for tax filing
- **Print Duplicate W2/W2C Forms (available February 1)**  
print duplicate copies of official tax forms

We encourage all employees with ESS access to utilize these features. The duplicate W-2 enhancement provides employees with immediate access to their official W-2 forms as required for tax filing. The HR Service Center is available at 866.377.2672 to those who do not have ESS access or any employee experiencing difficulty with the functionality.

Employees of the following agencies are also encouraged to use the ESS features and should contact their local HR Offices for support: Liquor Control Board, Gaming Control Board, and the Public Utility Commission. If unable to use the ESS features employees will be required to complete the BCPO form *Request for a Duplicate W-2*, which can be accessed at the following link: [Duplicate W-2](#). The completed form must be sent to the BCPO resource account mail box at [RA-BCPODUPLICATEW2@pa.gov](mailto:RA-BCPODUPLICATEW2@pa.gov).



Duplicate W-2s will be sent by US mail the day of the request, or can be picked up at our office, 555 Walnut Street 9th Floor, on the next business day following the request. For security purposes, duplicate W-2s cannot be e-mailed or faxed.

Duplicate W-2s will be issued on a daily basis from February 2, 2016 through April 15, 2016. After that date, duplicates will be issued on a weekly basis. Employees should be aware that they should make extra copies of their W-2 statement, in case they are required to provide the W-2 to an institution for financial purposes. Duplicate W-2s should only be requested from BCPO if the original was not received or if the W-2 was accidentally lost or destroyed. Please note that duplicate W-2s are not available prior to 2009.

Employees will be notified about the ESS duplicate W-2 functionality via the Employee Bulletin Board. Please share this information with your employees, and appropriate Human Resource or Administrative Staff. If you have questions regarding this memorandum, please contact our Special Processing section at 717.772.5354, or by e-mail at [RA-BCPOW21099@pa.gov](mailto:RA-BCPOW21099@pa.gov). Thank you for your cooperation.

cc: Anna Maria Kiehl, Chief Accounting Officer, Office of the Budget  
James Honchar, Deputy Secretary, Human Resources & Management  
Jeff Snyder, Manager, IES Payroll, Office of Administration  
Bureau Directors (5)