As a benefit, UCF offers employees the ability to access their W-2 via Employee Self-Service.

<table>
<thead>
<tr>
<th>Process</th>
<th>Description</th>
<th>Deadline</th>
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| **Update Mailing Address for Tax Forms such as the W-2 and 1042S** | To ensure the correct address is printed on the tax forms, employees must update their mailing address through one of the following methods by the advertised deadline:  
  Personal Data sheets must be in HR by December 1, 2021  
  UCF Global (international employees) by December 1, 2021  
  Employee Self Service by January 3, 2022 | Personal Data Sheet 12/01/2021  
  Global 12/01/2021  
  Employee Self Service 01/03/2022 |
| Consent to Electronic W-2 Forms                   | Employees must consent prior to the announced deadline to ensure the electronic W-2 Form is available. Employees that do not consent prior to the deadline will automatically receive a paper copy. | Consent for the current tax year is open until midnight 01/02/2022 |
| Electronic W-2 Availability                       | Employees who have elected an electronic W-2 will receive notification when the electronic W-2 Form is available. Notification will be sent to the email address provided in the consent process. | Target date: 01/14/2022 |
| Mailing Distribution of Paper W-2 Forms           | Paper W-2 Forms will be postmarked by January 31, 2022.                                                                                                                                                    | 01/31/2022                                                             |
| Reissues/Duplicate Requests of Prior Year W-2 Forms | Employees who have consented to receive their W-2 electronically can retrieve the tax years 2009 through 2020 at any time on their own.  
  Paper duplicates for tax years 2004-2020 may be requested via Employee Self Service or by emailing payroll@ucf.edu.  
  Duplicates for tax years prior to 2004 – must be requested from the Bureau of State Payrolls  
  For more instructions: http://www.hr.ucf.edu/web/forms/payroll/Tax_Documents_for_Annual_Filing.pdf | W-2 Paper Duplicate Copy Requests 02/15/2022 |

Employees who have not consented to receive their 2021 W-2 electronically can request a copy February 15, 2022 via Employee Self Service.