Payroll Services
Tax Documents for Annual Filling

W-2 Forms (beginning with tax year 2009)
W-2s are now available electronically via Workday. To receive your W-2 electronically, consent must be given.

To consent:
1. Click the **Pay** application.
2. Under **View Tax Documents**.
3. Select **Tax Documents**.
4. From the My Tax Documents page, select the **Edit** button under **Printing Election**.
5. Change your election and click **OK** to save.

If an employee chooses not to consent, the employee will receive a paper copy of the form W-2.

W-2 Forms (tax year 2004 through 2008)
If an employee needs a duplicate W-2, one of two options should be taken:
1. Log into myUCF Portal (www.my.ucf.edu)
2. Click on Employee Self Service
3. Click on Payroll and Compensation
4. Click on W-2 Reissue Request
5. Follow the instructions for Multi-Factor Authentication (DUO PUSH)
   More information can be found here: Getting Started with Multi-Factor Authentication
6. Follow instructions for an authentication method
7. Select year from drop-down menu
8. Select where it should be delivered (Home or Mailing address)
9. Click Submit

OR

1. E-mail Payroll Services at payroll@ucf.edu
2. Include full legal name
3. Include EMPID
4. Include Current Mailing Address
5. Include Telephone Number
6. Indicate preference to either pick up the W-2 or have it mailed

Duplicate W-2 requests are not honored until after February 15th and are processed within 5-10 business days.

W-2 Forms (tax year 2003 and prior)

The Bureau of State Payrolls (BOSP) in Tallahassee, Florida processed payroll for the University of Central Florida in 2003 and prior years. Therefore, they generated the W-2 forms for those years.

If an employee needs a duplicate W-2 for tax year 2003 or prior, the following steps should be taken:
1. E-mail bospemployeerecords@myfloridacfo.com
2. Include full legal name
3. Include last four digits of Social Security Number
4. Include Current Mailing Address
5. Include Telephone Number