

Request for Corrected W-2 (W-2c)

Reason for Correction

Correction needed due to:

Additional detail:

Has the employee fully repaid all overpayments for requested tax year correction?

Has the employee completed the Tax Refund Certification form (OSPS.99.13)?

Copy of W-2 attached.

Backup documentation used to determine wage adjustment attached.

Table Instructions

Complete the "As Reported" column from the employee's W-2.

Complete the "Correct To" column as the amounts should have been reported on the employee's W-2.

There are formulas in the Adjustment column. Verify these amounts.

Description	As Reported	Correct To	Adjustment
Taxable Income			
Social Security Income			
Medicare Subject Income			
Non-Taxable Income			
Social Security Tax			
Medicare Tax			
Federal Income Tax			
State Income Tax			
Healthcare Spending Acct			
Dependent Care Spending Acct			
Employer Social Security			
Employer Medicare			

If PERS contributions are involved, contact the DAS Centralized PERS Team. *Do not make prior year adjustments in OSPA.*

Increase Decrease wage reporting for tax year _____

Employee Name	Correct SSN

Agency Name	Number

Prepared By

Print name	Date
Preparer's Signature	

You must get a signature from Payroll Manager or Agency Manager to whom payroll reports if:
 → This request changes taxable income by \$2,000 or more (positive or negative), or;
 → This request is for two or three years prior to the current tax year.

Approver

Print name	Date
Approval Signature	

FOR OSPS USE ONLY
UNPROCESSED – Return to Agency
Information missing or illegible.
Incorrect Information. Other
Prior to three years back.
<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>Date Received</p> </div>
Check Issued Check# _____
Date to Agency: _____
Comments: _____