

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 16, 2024

RE: BCPO Payroll Memo #24-02, Requesting Duplicate W-2s

The 2023 IRS Form W-2, Wage and Tax Statements, have been mailed. IRS regulations require that the 2023 W-2 statements be furnished to employees by January 31, 2024. Therefore, BCPO will not accept requests for duplicates until Thursday, February 1, 2024.

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 2023 W-2 forms are available for viewing and printing via the ESS navigation menu under:

Payroll Information, Online W2/W2C Forms (View/Print).

We encourage all employees with ESS access to utilize these features. The Online 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](#). Once completed, please hit the submit button to route the request to BCPO.

Duplicate W-2s will be issued twice weekly through April 15, 2024. 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 2017. For security purposes, duplicate W-2s cannot be e-mailed or faxed.



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. Thank you for your cooperation.

cc: Brian T. Lyman, Chief Accounting Officer, Office of the Budget
Jason Swarthout, Acting Deputy Secretary for Human Resources & Management
Lisette Lindsay, IES Business Operations HR Manager
Bureau Directors (5)