

**University of Utah Tax Services Office
Request for 2016 W-2 Discrepancy Review**

Please allow up to 5 working days for processing

Phone: 801-581-3428 Fax: 801-587-9855

Name: _____ Today's Date: _____

Employee ID or Social Security Number: _____

CONTACT INFORMATION

How would you like to be contacted with this information?

Phone Number: _____

Fax Number: _____

Mailing Address: I prefer that you contact me at my employee address on file _____

DISCREPANCY (Please check all that apply)

_____ Tax Withholdings are too low (contact Tax Services at phone 581-3428. fax 587-9855).

_____ Earnings do not match check stub for pay period ending 12/15/2016 (contact Tax Services at phone 581-3428. fax 587-9855) See Notes below.

_____ Gifts, Moving Expenses, Miscellanies Benefits, Coach Car Allowances, Travel Benefits, Non-resident Alien Legal Fees

(Contact Tax Services at phone 581-3428. fax 587-9855)

_____ Earnings are too high. Approximate overage \$ _____ (contact your home department).

_____ Earnings are too low. Approximate shortage \$ _____ (contact your home department).

_____ Incorrect FSA Amount (including Med & Den Insurance Premiums, Depend Care Account Expenses, Med Account

Expenses), incorrect 403(b), 457, Tuition Reduction amounts (Contact Benefits Office at phone 581-7447, fax 585-7375).

Notes:

- The IRS works on a cash received basis not on a pay period end basis. Earnings included on your 2016 W-2's reflect checks received in the calendar year 2016. The pay period 12/16/2016 to 12/31/2016 is not paid until the year 2017 and therefore is not a part of the 2016 W-2.

- Please review "How to Read Your Form W-2" on the Tax Services website at:

<http://fbs.admin.utah.edu/index.php/tax-services/> before filling out this form to insure you understand what is reported on the Form W2.