

**University of Utah Tax Services Office
Request for 2023 W-2 Discrepancy Review**

Please allow up to 5 working days for processing

Name: _____ Today's Date: _____

Employee ID or Social Security Number: _____

CONTACT INFORMATION

How would you like to be contacted with this information?

Phone Number: _____

Email Address: _____

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 via below email).

☐ Earnings do not match check stub for pay period ending 12/15/2023 (contact Tax Services via below email) See Notes below.

☐ Gifts, Moving Expenses, Miscellaneous Benefits, Coach Car Allowances, Travel Benefits, Non-resident Alien Legal Fees

(Contact Tax Services via below email)

☐ 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 2023 W-2's reflect checks received in the calendar year 2023. The pay period 12/16/2023 to 12/31/2023 is not paid until the year 2024 and therefore is not a part of the 2023 W-2.

• Please review "How to Read Your Form W-2" on the Tax Services website at:
http://fbs.admin.utah.edu/tax-services/w2_form/ before filling out this form to ensure you understand what is reported on the Form W2.

EMAIL or MAIL completed form to:

**Tax Services/Payroll Accounting
201 S Presidents Circle RM 159
Salt Lake City, UT 84112
Email: TaxServices@utah.edu**