

Frequently Asked Questions Regarding Form W-2

1. When will I be receiving my W-2?

We are legally required to mail all W-2 forms by January 31, 2021. We anticipate the mailing of the forms before that date; however, all forms will be mailed by January 31, 2021. To receive it electronically, go to www.paperlessemployee.com/snelling and create an account.

2. What do I do if I do not receive my W-2 form?

W2 forms are required to be mailed by January 31, 2021. If you do not receive the W2 in the mail in early February, please send an email to W2@snelling.com with your name and the last four digits of your social security number and your current address and someone will provide a copy of your W2.

3. I did not have enough taxes taken out during the year.

Please bear in mind that unless the employer has direct knowledge from the employee that the information given on the W-4 form is incorrect, or has received instructions from the Internal Revenue Service requiring specific withholding, the employer must comply with the withholding specified on the W-4 form. Also, a W-4 may be amended at any time during the year if too much or too little withholding is being taken from each paycheck.

4. Can I have a flat amount or percentage taken out?

An employee can not specify a flat amount or percentage on his W-4 form. The amount withheld is tied directly to marital status and number of exemptions. However, an employee can specify an additional amount to be withheld on line 6 of the W-4 form.

We hope the above information will assist you in handling the most commonly asked questions. Please feel free to contact Snelling at W2@snelling.com or your PayBill representative if you have any questions.