



CORRECTING FORMS W-2 AFTER ORIGINAL FILING WITH THE IRS

To issue a corrected form W2, take steps in **AUC** and the **IRS** and **Social Security Administration (SSA)** online services.

*If the W2 file **has not** been generated and sent to the IRS, [make corrections](#),*

, **[Print or Email W2]**, and continue with the **[Federal W2 File]** step. The corrected information will be included in the W2 file to be created and sent to the IRS. Do not issue a W-2 C if the file had not been sent to the IRS prior to the correction.

Issue W2-Cs

[If correcting a Name, Social Security Number \(SSN\), or Employee address](#), make corrections in **AUC**:

Maintenance ▶ Employee Maintenance ▶ [1 Contact]

Correcting Amounts on the W2

Use the **Void/Manual** process described in [HR-430 Manual Check Process](#) to make dollar amount corrections to the employee record. To correct an amount, **enter and process** a **“No Time Warrant”** dated 12/31 for the W2 year being corrected. When the **“No Time Warrant”** is complete, follow these steps:

Issue W-2 C

- 1. Print out the original W2 form from the employee's attachment screen.
- 2. **Run W2 process again** - make sure attachment step was run when the original W2s were generated.
- 3. **Print out corrected W2 form from AUC.**
- 4. Run the after printing the corrected W2.
- 5. Use the corrected form(s) W-2C and the original form(s) W2 as a guide to enter information on the SSA website [BSO \(Business Services Online\)](#).
- 6. Print W-2 C from the [SSA website](#)
- 7. Attach a PDF® copy of W-2 C form from the [SSA website](#) to the employee record in AUC.
- 8. Give the W-2 C form from the [SSA website](#) to the employee.
- 9. Adjust the 941 and update the state filing. **Issue a corrected 941 (941X)** for the affected quarter, usually Q4 of the Calendar year for the W-2 C. See section 13 of [Pub. 15 \(Circular E\)](#) for more details.
- 10. File Copy A of Form W-2C with the SSA.
- 11. File the Form W-2 C with the State with any associated quarterly/annual form.

The above will complete the IRS reporting requirement.

Name, Social Security Number (SSN), and Address Corrections

When making corrections only to name, SSN, or address, follow the instructions in [General Instructions for Forms W-2 and W-3 \(2021\) | Internal Revenue Service \(irs.gov\)](#).