

## Sample article for organizations to use to reach customers (350 word count)

*Post the following article on your websites and/or use in other communication vehicles to help your customers file their taxes timely and accurately.*

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### Haven't received your Form W-2 yet? The IRS can help

It's tax time, and you need your [Form W-2](#), Wage and Tax Statement, to file an accurate federal tax return. If your employer hasn't sent you the form yet, contact them and ask for a copy. Make sure they have your correct address.

If you're unable to get your Form W-2 from your employer, contact the Internal Revenue Service at 800-TAX-1040. The IRS will contact your employer or payer and request the missing form. Let them know:

- your name, address, Social Security number and phone number;
- your employer's name, address and phone number;
- the dates you worked for the employer; and
- an estimate of your wages and federal income tax withheld in 2016.  
You can use your final pay stub to figure these amounts.

If, after contacting the IRS, you still do not have your Form W-2, you have two choices:

1. File your return by the April due date and use [Form 4852](#), Substitute for Form W-2, Wage and Tax Statement. Try to estimate your wages and withholding as best you can.
2. Ask for more time to file by using [Form 4868](#), Application for Automatic Extension of Time to File U.S Individual Income Tax Return. You can even e-file the request.

If it turns out the information on the Form W-2 is different than you reported, you will need to file an amended tax return using [Form 1040X](#), Amended U.S. Individual Income Tax Return, to make the change.

You can visit the [forms and publications](#) web page on [IRS.gov](#) to view, download or print the tax forms you need right away.

***NOTE TO EDITOR:*** Below are links to help taxpayers find the information they need.

**On Twitter? Send these Tweets:**

- Still waiting for your W-2 or 1099-R so you can file your #tax return? Find out what to do.  
<http://go.usa.gov/x9Zwp>