Questions Related to W2s

Q: I received the online version of the W-2, but where can I see the explanations of what is included in each box?
A: A pdf of the instructions is available on the Employee portal. (Notice to Employees and Instructions)

Q. How do I remove the Fordham header from appearing on the W2 print friendly version?
A. To print the W2 follow the printing instructions to change your settings to the margin size that corresponds with your specific browser and print in landscape. You can print a version without the Fordham header by performing the following steps:

1- In Access HR right click on the Tax forms link and select open in new window

2- In the new window select the W-2 Wage and Tax Statement to view your W2. Selecting print friendly will now display just the W2 without the My.Fordham header.

Q: What do I do if I lost my W-2 or never received my W-2?
A: Send an email to payrollinfo@fordham.edu or complete the W-2 Request Form to request a second copy. Please include your name, Fordham identification number, contact number and current mailing address. Please allow six working days to receive your W-2 copy. All active employees have access to a copy of their W-2 thru Banner Self Service located under your Employee Tab. Double click the Banner Self-Service tab to open Banner folders, then select the Employee folder and choose the Tax Forms folder. Select W-2 Wage Tax Statement to see your online W-2 form.
Q: Is it too late to consent to receive my W-2 Forms electronically?
A: All employees will have the ability to print a W-2 from Banner Self Service. Those who did not consent will also have a paper W-2 mailed to them. You may opt out of receiving a paper copy of your W-2 next year by adjusting your selection on the Electronic W-2 Consent form on the Employee tab of the portal.

Q: Is my online W-2 form available all the time?
A: Your W-2 forms are available online as long as you are employed with the University and as long as this service is supported in a future given tax year.

Q: If I call from outside the United States, can you fax my W-2 form?
A: Unfortunately, we cannot fax your W-2 forms due to security reasons. However, we will be glad to mail it to your foreign address. Send an email to payrollinfo@fordham.edu or complete the W-2 Request Form to request a second copy. Please include your name, Fordham identification number, contact number and current mailing address. Or, of course you can review your form online.

Q: My name is misspelled on my W-2 form. How can this be corrected?
A: To correct your name information you must provide a copy of your Social Security card to the Human Resource Information System Department (HRIS). The reason why the University is requesting your Social Security card is because your Social Security number is matched to your name with the Social Security Administration (SSA).

**Other Payroll Matters**

Q: How do I change my home address?
A: You can update your home address information by selecting the attached Personal Change Form. Complete the Personal Change Form each time your home address changes. Please send the form to the Human Resource Information System Department (HRIS), located at 441 E Fordham Road, Faculty Memorial Hall, Room #506, Bronx, New York 10458.

Q: If I carry an out-of-state address on my W-4 Federal Tax Form, do I have to pay New York State taxes?
A: Employees who live in another state but work in New York State are subject to New York State withholding taxes. Please consult your tax advisor.

Q: How do I change the bank account information that I currently have on file to another bank account?
A: You can update your direct deposit information by going online to the Payroll/HR forms reference website and selecting the direct deposit form. Complete the Direct Deposit Form and provide the payroll department with your new banking information. Send your completed form to the Payroll Department located at 441 E Fordham Road, Faculty Memorial Hall, Room #519B, Bronx, NY 10458. The direct deposit process will normally take two pay periods to be active.

Q: What do I do if I had to close the bank account into which my salary was being deposited, but I didn't inform the Payroll Office?
A: Please contact the Payroll Office immediately.

Q: When will the 1042-s forms be mailed?
A: IRS 1042-s forms will be mailed on or before March 15.