



# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

## PAYROLL MEMORANDUM 2017.05

### *Changing Lives, Creating Futures*

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*System President*

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Craig Spohn  
Vincent St. Blanc, III  
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**Student Members:**

Sommer Brown  
Jennifer Burgess

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Community  
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**TO:** All Employees of Community and Technical Colleges, including Baton Rouge Community College, Bossier Parish Community College, Central Louisiana Technical Community College, Delgado Community College, L. E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Nunez Community College, River Parishes Community College, South Central Louisiana Technical College, South Louisiana Community College, SOWELA Technical Community College and the LCTCS Office

**FROM:** Sharon Dunham  
LCTCS Payroll, Senior Payroll Manager

**DATE:** January 25, 2017

**RE:** 2016 W-2s

Forms W-2 for 2016 will be mailed by the LCTCS Payroll office on January 26, 2017 to the address in the payroll system at the time the W-2 file was created on January 25, 2017.

### **Delivery Method of W-2 forms:**

If your employment with any college within the LCTCS entity in calendar year 2016, you will receive one 2016 W-2 form. The W-2 form was produced and will either be mailed, or you can retrieve it electronically, depending on the delivery option you selected.

If you have chosen to receive your W-2 form electronically, your form is currently available to view and print from the LoLA Self Service website.

### **Instructions for Retrieval of Electronic Forms:**

We have provided the following instructions to help you retrieve your W-2 form electronically:

1. Select the Employee tab in LoLa Self Service
2. Select Tax Forms
3. Select W-2 Wage and Tax Statement
4. Select Display
5. Scroll down and locate the box labeled "Printable W-2"
6. Your form should appear and be ready to print.
7. Print setup, change the format to landscape.

Please ask your supervisor or call your Human Resources Department if you need help locating or printing this form.

**Use of W-2 Information in Preparing Your Tax Return:**

You should use this W-2 form as your official source to complete your IRS Form 1040 or 1040 EZ.

**Confirmation and Correction of Your Address:**

If you would like to verify the address used to mail your W-2 form, please contact your local human resources representative. We request forwarding service when we mail the forms. Please send requests for duplicate mailed W-2 forms after February 17, 2017 to your college human resources department. This time period is necessary for the U.S. Postal Service to forward your mail and for us to reroute any forms the U. S. Postal Service returns to us to your corrected address.

**Information Added to W-2s for Informational Purposes Only**

- Box 14 A  
UW & Fnd  
United Way and Foundation (after-tax) plus/minus any manual adjustments to the employee record
  
- Box 14 C  
Retire  
Retirement (pre-tax plus/minus any manual adjustments to the employee record)
  
- Box 14 D  
PreTax  
Tax Sheltered Deductions (pre-tax) which includes Medical, Life, Vision, Health Spending Account and General Deductions plus/minus manual adjustments to the employee record.

Thank you for your cooperation and we wish you a successful 2017.