

State of Louisiana
Office of State Uniform Payroll

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2026-44

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Agency Access to Duplicate Forms W-2

Effective immediately, Agency HR staff can now process duplicate Form W-2 requests for active and former employees. This change from OSUP processing to agency-level access enables your office to provide a faster service for your employees.

NOTE: Duplicate forms are available beginning with tax year 2005.

Agency HR staff can access duplicate Forms W-2 using transaction – Print Duplicate W-2 (ZP197). Refer to the W-2 Form Report online help for detailed report instructions.

Submission Guidelines

Please note the following updated procedures for duplicate Forms W-2 with this new agency-level access:

- **Active Employees:** Should continue to be directed to Louisiana Employees Online (LEO) for retrieving and printing their own Form W-2.
- **Agency HR:** Should utilize ZP197 for active and former employees who are unable to access LEO.
- **OSUP:** OSUP will now only process requests for duplicate Forms W-2 that are not available in either LEO or LaGov. Refer to the [Request a Duplicate IRS Tax Form](#) procedure on the [Payroll Procedures for Agency Use](#) page for form instructions.

Direct LaGov HCM reports questions to the [LaGov HCM Help Desk](#). Direct questions pertaining to W-2 processing to a member of the [OSUP Wage and Tax Administration Unit](#). Contact information is available on the [staff directory page](#).

APH:TLS/tlb