



North East

Independent School District

Division of Business Services
Accounting & Payroll

TO: All Employees

THROUGH: Dan Villarreal, Chief Financial Officer
Susie Lackorn, Executive Director of Finance & Accounting
Jeff Coats, Senior Director of Accounting & Payroll

FROM: Christa Ayala, Senior Payroll Manager

DATE: January 16, 2024

SUBJECT: **2023 Form W-2 and MyPayInfo**

*******PLEASE POST THIS INFORMATION*******

The 2023 Form W-2s will be distributed no later than January 22, 2024, to all employees who received a paycheck in the 2023 calendar year.

If you do not receive your Form W-2 or require an additional copy, you can log into the MyPayInfo application to print or view the form. MyPayInfo can be accessed at <https://mypayinfo.neisd.net> from a phone, tablet or computer using a variety of browsers.

The 2023 Form W-2s are available today using the MyPayInfo site. Please use the above link if you wish to access your 2023 W-2 prior to the paper copy being distributed.

W-2 forms are initially distributed to the campus/department listed as your home campus/department within the finance system. If for any reason a W-2 is distributed to an incorrect campus, it is forwarded to Print Services to be mailed. Unfortunately, we are unable to track the W-2s once they have been sent out. Any W-2s that have not been distributed by the home campus/department by January 26, 2024, will be delivered by U.S. mail and postmarked no later than January 31, 2024, in accordance with federal regulations.

The Payroll Department has also created a document that provides information on how to read your Form W-2. It is located on the Payroll page of the NEISD website and included as an insert with your W-2. Please use the link below for information on how to reconcile the amounts on your W-2 to the amounts reported on your paychecks.

<https://www.neisd.net/cms/lib/TX02215002/Centricity/Domain/175/HOW-TO-READ-YOUR-W2.pdf>