



North East Independent School District

8961 Tesoro Dr., Suite 201 – San Antonio, TX 78217
(210) 407-0186

DATE: February 2, 2021

TO: All Employees

THROUGH: Dan Villarreal, Associate Superintendent for Business Services/CFO
Brian Moy, Executive Director of Finance & Accounting
Emma Jackson, Senior Payroll Manager

FROM: Jeff Coats, Senior Director of Accounting & Payroll

SUBJECT: **2020 Form W-2 Replacement Guidelines**

*******SUPERVISORS – PLEASE POST IN A PROMINENT PLACE*******

The 2020 Form W-2s have been distributed to all employees who received a paycheck during the 2020 calendar year.

The Payroll Department receives numerous requests for duplicate copies of misplaced, lost or destroyed W-2 forms. To obtain a duplicate W-2, please use the following procedures:

1. Log into MyPayInfo. There is **no charge** to view or print W-2 copies from MyPayInfo. This service is available to current and former NEISD employees. MyPayInfo can be accessed at the following link: <https://mypayinfo.neisd.net>. The site can be accessed via phone, tablet or computer using a variety of browsers.
2. Printed W-2 copies are available from Payroll at a cost of \$10.00 for each copy. Check or money order are the only forms of payment accepted and should be made payable to North East ISD.
3. Mail the request and payment to
North East ISD
Payroll Department
8961 Tesoro Dr., Suite 201
San Antonio, TX 78217

Requests are processed in the order received. Generally, any requests received by Wednesday of each week will be processed and mailed out by Friday of the same week. Regrettably, the request cannot be processed while you wait.

Phone requests or requests from persons other than the employee will not be honored.