



North East Independent School District

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DATE: January 19, 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: **MyPayInfo and 2020 Form W-2**

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

The 2020 Form W-2s will be distributed on January 25, 2021, to all employees who received a paycheck in the 2020 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 your document. MyPayInfo can be accessed at <https://mypayinfo.neisd.net> from a tablet or computer using a variety of browsers.

The 2020 Form W-2s are available **today** using the MyPayInfo site. Please use the above link if you wish to access your 2020 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. All W-2s will be postmarked no later than February 1, 2021, in accordance with Federal regulations.

The Payroll Department has also created a document that provides information on how to read your W-2. It is located on the Payroll page of the NEISD website. Please use the link below for information 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>