TO: Fiscal Administrators and Human Resources Specialists

FR: Payroll Office, FMO, University of Hawaii System

RE: Form W-2 Wage and Tax Statements for 2015

Attached is a memo regarding the Form W-2 Wage and Tax Statements for 2015.

The University of Hawaii will be distributing Form W-2 along with the Form 1095-C on the following date:

**Wednesday, January 27, 2016 from 8:00am**

The W-2 envelope(s) and 1095-C envelope(s) will be bundled by warrant distribution codes and batched by pick-up #s.

The Disbursing Office will be distributing Form W-2 & 1095-C from the FMO Conference Room (see attached map). We will release Form W-2 & 1095-C to authorized individuals only (based on paycheck authorization cards); have your runners bring a picture ID when picking up your envelope(s).

Further instructions regarding the 1095-Cs will be forthcoming from the Office of Human Resources (OHR).

Make every effort to pick-up your Form W-2 & 1095-C by date stated above as these forms need to be distributed to employees no later than January 29, 2016.

Neighbor Islands: Your Form W-2 & 1095-C should be received by 1/27/16