

**DATA RELEASE – 2016 W-2 INFORMATION**

**Social Security Administration  
Internal Revenue Service  
Minnesota Department of Revenue**

W-2 forms will be printed only after this form is completed and returned to:

Region V Computer Services  
314 Chestnut Street  
Mankato, MN 56001-3032  
Fax: 507-388-5978

**DUE DATE: JANUARY 20th, 2017**

DISTRICT NAME:	DISTRICT NUMBER:	DATE W-2 WILL BE VISIBLE ON ESS/eR:

INSTRUCTIONS: Complete and return this form to Region V as soon as:

1. \_\_\_\_\_ All calendar year 2016 payrolls & necessary payroll adjustments have been completed.
2. \_\_\_\_\_ W-2 Federal and State Information Verified  
**(941 and w-2 / W-2 Federal and State Information Report)**
3. \_\_\_\_\_ Totals verified for W-2 Values of Health Coverage (Memo Code *HLTHVALUE*)
4. \_\_\_\_\_ Totals for group term life insurance, taxable fringe benefits, mileage (EBE), and 3rd party sick pay has been entered on the records of your employees (if necessary for your district).
5. \_\_\_\_\_ You have verified the accuracy of the above figures.

**NOTE: Since this data is being submitted electronically to the agencies listed in the heading of this form by Region V, you CANNOT modify the computer generated W-2's. If corrections are necessary, you must complete forms W-2c and W-3c (available from the IRS) to advise the receiving agencies that a change needs to be made to the electronically submitted data.**

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DATA RELEASE STATEMENT:

Permission is granted to ESV Region V Computer Services to release school district payroll data to the agencies on the heading of this form. This data includes each employee's name, social security number, and other necessary information for proper W-2 reporting.

TO THE BEST OF MY KNOWLEDGE THE DATA IS COMPLETE AND ACCURATE.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZING PERSON

\_\_\_\_\_  
DATE SIGNED

**Region V use only:**

Received \_\_\_\_\_ Run \_\_\_\_\_ Sent \_\_\_\_\_