

Office of State Uniform Payroll

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| Procedure Title: Request a Duplicate IRS Tax Form (W-2, 1099, 1095-C) | Revision Date: 03/18/2026 |
| Unit: Wage and Tax Administration | Issue Date: 11/16/2015 |
| Contact: _DOA-OSUP-WTA@la.gov | Page Number: 1 of 2 |

The Office of State Uniform Payroll is responsible for the annual preparation and issuance of Forms W-2, 1099, and 1095-C for all LaGov HCM paid agencies and for corrections to these forms, as needed. Requests for duplicate forms must be requested using OSUP Request for Duplicate IRS Tax Form ([OSUP/F037](#)) following the instructions below. The form can be obtained via the [OSUP Forms](#) page on [OSUP's website](#).

NOTE: Requests for forms 1095-C must be sent by email following the instructions on the [Affordable Care Act for Employees](#) page of [OSUP's website](#).

Form Instructions (all forms)

Request for Duplicate forms (OSUP/F037) must be completed by both the employee (top portion) and the Employee Administrator (bottom portion) before submission to OSUP. Multiple years may be submitted on one form. The agency HR/EA office should verify that the address on the form matches the address in LaGov HCM. The system should be updated for active and inactive employees. The mailing address (subtype 5) on IT0006 Address is used to mail tax forms. The permanent address (subtype 1) is used if no mailing address exists. Make a note on the bottom of the form with any special instructions (i.e. form should be faxed or e-mailed). Once printed, the reissued form will be mailed directly to the employee. Agencies will not be notified when duplicates are mailed or faxed. Agencies should keep a copy of the Request for Duplicate IRS Tax Form in the employee's personnel file. Refer to the information below for specific form instructions.

Fax all completed requests for duplicate Forms W-2 and 1099 to **225.342.1650** or e-mail the [OSUP WTA Unit](#).

Form W-2

Duplicate copies of prior year Forms W-2 can be obtained through Louisiana Employees Online or by agency HR/EA utilizing transaction – Print Duplicate W-2 (ZP197). Refer to LaGov HCM On-line Help ZP197 W-2 Form Report for detailed report instructions.

Active Employees

OSUP will not issue duplicate Forms W-2 to active employees. Beginning February 1st of each year, duplicate Forms W-2 for the previous tax calendar year are available to active employees through LEO. A quick reference card is available under **Help> Open On-line Help> My Info> [Address & Phone, Bank, Tax, and W-2 Quick Reference](#)**. The document includes instructions on

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how to print and/or view a duplicate Form W-2 in LEO. If an error message is received in LEO, the employee should contact their HR/EA office to obtain a duplicate copy of Form W-2 via transaction ZP197. If HR/EA is unable to retrieve the form using ZP197, Form [OSUP/F037](#) should be submitted to OSUP for processing.

Inactive Employees

Security access to LEO expires 30 days after separation. Inactive employees should contact their former HR/EA office to obtain a duplicate copy of Form W-2. The agency should use transaction ZP197 to retrieve the form. If the agency is unable to retrieve the form, Form [OSUP/F037](#) should be submitted to OSUP for processing.

Note: Agencies should verify that the employee received wages in the year the employee is requesting a duplicate W-2. If the employee is retired, the employee would have received a 1099-R from the retirement system from which they are receiving a benefit. Contact the retirement system for their procedure to request a duplicate 1099-R.

Form 1099

OSUP's WTA Unit issues IRS Form 1099-MISC for wages paid on behalf of deceased employees, back pay awarded under a statute, and related attorney fees and Form 1099-INT for interest paid to employees. These forms are not available in LEO. [OSUP/F037](#) should be used to request a duplicate copy of Form 1099 issued by OSUP.