

We would like to share important information regarding access to W-2s (Employee Wage and Tax Statements) for our current and former University employees.

Distribution of 2025 W-2s for Current Employees

All 2025 W-2s will be mailed to home addresses on file in DASH in the new year. It is important that you make sure your home address is current and accurate in DASH to ensure you receive your 2025 W-2 statements in a timely manner once mailed. To review or update your address please refer to the following instructions: [DASH Step Guide: Update Home Address](#).

2025 W-2s will be made available electronically to current employees in the month of January. Details of a specific release date will be announced when additional information is received from the UT System Office of Payroll, Benefits and Retirement Administration.

Requesting Replacement W-2s for Current Employees

If the address on file in the DASH System is incorrect and the W-2 is returned as undeliverable mail to the University of Tennessee, an electronic copy will be available via DASH or a hard copy corrected W-2 can be requested from the UT System Office of Payroll, Benefits & Retirement Office by following the instructions outlined below.

Mailed W-2s should be received by February 14, 2026. If a W-2 is not received at an employee's home address by that date, they may request a replacement copy from the UT System Office of Payroll, Benefits and Retirement Administration by following the instructions outlined below.

It is important to note, the UTC Office of Human Resources does not have access to employee W-2s. All requests for these statements must be directed to the UT System Office of Payroll, Benefits and Retirement Administration as outlined below.

Requesting W-2s for Separated Employees

All separated employees must request a copy of their W-2 from the UT System Office of Payroll, Benefits & Retirement Administration by following the instructions outlined below. The UTC Office of Human Resources does not have access to employee W-2s in DASH.

Instructions for Requesting W-2s from the UT System Office of Payroll, Benefits and Retirement Administration:

All W-2 statement requests must be made by emailing payroll@tennessee.edu. Requests must include the following information:

- Full name
- Last 5 digits of your social security number
- Date of birth (DOB)
- List out the years of W-2s you are asking for

If requesting to receive mailed copies of W-2 statements, please include a current and complete mailing address with your request.

Additional Resources

[DASH Step Guide: Update Home Address](#)

[DASH Step Guide: How to Update and Manage Your Pay and Tax Information](#)

Questions regarding the information outlined above may be directed to UTCHumanResources@utc.edu. A friendly reminder that all requests for W-2 replacements for any year must be directed to the UT System Office of Payroll, Benefits and Retirement Administration as outlined above.

Thank you,

UTC Office of Human Resources