

# HOW NAMES AND ADDRESSES ARE SHOWN ON W2S

## 1. How is my name on my W2 determined?

If you notice a difference in how your name is displayed on your W2 coming from the Hawaii Information Portal (HIP) from how it's normally displayed on other State of Hawaii documents such as your pay statement, it is because the new payroll system complies with IRS regulations.

**It's important to note that how your name is displayed on your W2 will not cause issues for you during the tax filing process.**

IRS regulations for W2s are as follows<sup>1</sup>:

**“Boxes e and f—Employee's name and address.** Enter the name as shown on your employee's social security card (first name, middle initial, last name). If the name does not fit in the space allowed on the form, you may show the first and middle name initials and the full last name.”

HIP's name logic complies with the required regulations. It evaluates an employee's name to determine what's needed on the W2 form for legal purposes. It goes through these steps:

1. Is the First Name + Middle Name + Last Name + Suffix more than 33 Characters?
2. Is the First Name + Middle Name more than 21 Characters?
3. Is the Last Name more than 13 Characters?

If the name falls into one of these three categories above, HIP will take the first character of the first name, first character of the middle name(s) and the 1<sup>st</sup> through 34<sup>th</sup> characters of the last name.

If you believe your name is not being displayed according to IRS regulations, please contact the HIP Service Center on Oahu at 201-SERV (7378) or [hip@hawaii.gov](mailto:hip@hawaii.gov) to report the issue.

## 2. How is my address on my W2 determined?

HIP displays your address on your W2 according to what is stored as your home address in your Employee Profile in HIP. Your address as it shows on your 2018 W2 was reported to the IRS by the State of Hawaii, so it cannot be amended for 2018 tax purposes, however you are encouraged to update your home address in HIP as soon as you move, to ensure that your pay statements and your future W2s display your address accurately.

For step-by-step instructions on how to update your home address, please refer to <http://ags.hawaii.gov/hawaiipay/files/2018/10/Address-Instructions.pdf>. If you need help, please contact the HIP Service Center on Oahu at 201-SERV (7378) or [hip@hawaii.gov](mailto:hip@hawaii.gov).

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<sup>1</sup> IRS regulations are found at <https://www.irs.gov/pub/irs-pdf/iw2w3.pdf>. See page 15, General Instructions for Employers.