



November 24, 2003

OKLAHOMA BULLETIN NO. OK360-4-8

**SUBJECT: PER – Delivery of the 2003 Internal Revenue Service (IRS) Form W-2,
Wage and Tax Statement**

Purpose: To provide information regarding the receipt of 2003 W-2s

Expiration Date: September 30, 2004

This memorandum will serve as notification that 2003 IRS Form W-2, Wage and Tax Statement, will be mailed to your residence mailing address in January 2004. It is recommended that you access your residence address through ICAMS to ensure that it is correct. The following instructions are being provided to assist you in this process:

- Step 1:** Open Internet Explorer and type <https://icams.usda.gov> in the address
- Step 2:** Enter your User ID and password and click on Sign In
- Step 3:** Under “Self,” click on “View” then “Personal Information”

If your home address is not correct, you may update it by:

- Step 1:** Click on “Edit Home Address”
- Step 2:** Click on “Add New Address”
- Step 3:** Complete form
- Step 4:** Save

If you do not receive your W-2 through the U.S. Mail, you will be able to access it through the NFC Personal Page (IRS will accept electronic versions of the W-2). To access the NFC Personal Page, you will need to perform the following steps:

- Step 1:** Open Internet Explorer and type <https://icams.usda.gov> in the address
- Step 2:** Enter your User ID and password and click on Sign In
- Step 3:** At the bottom of the ICAMS’ homepage screen, click on the “NFC Personal Page” option
- Step 4:** Click on “Accept”
- Step 5:** Enter your SSN and pin, click on “log in”
- Step 6:** Click on W-2 button

Requests for duplicate W-2s will not be honored until after February 5, 2004, and should not be made through your personnel office until **after** attempting to obtain the W-2 from the NFC Personal Page. (**NOTE:** Employees who have not yet established their Employee Personal Page (EPP) can find instructions on establishing an EPP on NFC’s homepage (same page as step 5, above).

Questions concerning this bulletin may be directed to Debbie Ruark, Human Resources, (405) 742-1212.

/s/

M. DARREL DOMINICK
State Conservationist

DIST: AE