

Click for PRINTABLE VERSION
Best printed Double-Sided

MY INFO

ADDRESS & PHONE, BANK, TAX, & W-2 QUICK REFERENCE CARD

- Log into LEO
From the Louisiana.gov page,
locate [Online Services](#) and click
[LEO: Louisiana State Employees Online](#) or
Enter this address:
<https://leo.doa.louisiana.gov/>
- Select My info tab
- To Access Address, Bank & Tax Information:
Address [Personal Info > Address and Phone](#)
Bank [Payment Info > Bank Information](#)
Tax [Personal Info > Tax Withholdings](#)
W-2 [Payment Info > Duplicate W-2](#)
[Payment Info > Election for Online W-2](#)

Personal Info > Address and Phone Address and Phone Overview

- Permanent residence – where you physically live
 - not a post office box
 - cannot change from one state to another. Contact your Employee Administrator for assistance.
- Mailing address (optional) mail delivered if other than your permanent address, including W-2.
- Telephone – home phone.
- Communication – alternate contact numbers.

Change Permanent Address

- Verify Address type is Permanent residence and click [Change](#).
- Verify or change as necessary:
Valid from – date change is effective. LEO adjusts date to the last day of that pay period.

Care Of – used for Privacy Indicator. Y or Yes if privacy is requested.

Address – resident address limited to 35 characters. Utilize U.S. Postal Standards.

Note: Excess characters will cause address to be truncated on your W-2 form.

2nd address line – Remainder of address ONLY if over 35 characters.

City – city you reside.

Residence Parish – click drop-down to select.

State – state you reside. Enter Country first.

ZIP Code – 5 digits are sufficient.

Country – click drop-down to select country.

Telephone – 3 digits area code and 7 digits home phone number.

Communication – Alternate telephone numbers. Click in the Communication field [Change](#) and select type of number. Click [Save](#).

Note: Follow agency policy on type to store in order to be reached during a disaster.

- Click [Save](#).

Add/Change Mailing Address and Phone

- Click drop-down in Address type field select Mailing address.
- Click [New](#) to add or click [Change](#) if editing.
- Change or complete appropriate fields.
- Click [Save](#).

Personal Info > Tax Withholdings

Taxes Overview

- This information determines the amount of Federal and State income tax to withhold from your pay check. This function CANNOT be used if:
 - claiming exempt or more than 10 allowances/exemptions or
 - withholding for a State other than Louisiana.
- DO NOT change your Federal taxes using LEO, if you currently receive advance payments of Earned Income Credit. Contact your Employee Administration unit.
- Reprints of W-2s are NOT available:
 - years prior to 2005 or
 - employees with a corrected W-2(W-2c).

Change Federal Tax Withholding

- Verify Federal in Tax level field and click [Change](#).
- Verify / change the appropriate fields:
Valid From – date change is effective. LEO adjusts date to the last day of that pay period.
Tax authority – cannot be changed.
Filing Status – Single or Married.
No. of allowances – allowances to be claimed.
Additional Withholding – additional dollar amount to be withheld per pay period.
Tax Exempt Indicator – cannot be changed.
- Click [Save](#) before Declaration. Serves as your electronic signature.
- Click [Save](#).


Change State Tax Withholding

- Click drop-down in Tax Level type and select State.
- Click [Change](#).
- Verify / change the appropriate fields:
Valid From – date change is effective. LEO adjusts date to the last day of that pay period.
Tax authority – cannot be changed.
Filing Status – Single or Married.
Additional Withholding – additional dollar amount to be withheld per pay period.
Tax Exempt Indicator – cannot be changed.
- Personal allowances – personal exemptions:
0 = Neither self or spouse
1 = Self
2 = Self and spouse.
- Dependent allowances – dependent exemptions to be claimed.
- Click [Save](#) before Declaration. Serves as your electronic signature.
- Click [Save](#).

Payment Info > Duplicate W-2
Print or view a copy of W-2 statement


1. Enter the Year to view or reprint.
2. Click **Execute**. The W-2 statement will be displayed.

Note: Do not utilize the **Back** button anytime during this transaction.

3. Click  on the Adobe tool bar. A printer selection box may appear. Select the correct printer and click **OK**.
4. Obtain a different year, click **Duplicate W-2** under Detailed Navigation Bar to **refresh** the screen and enter a new selection.

Note: Instructions page can be displayed after retrieving W-2 click **Exit**. Return to selection screen click **Cancel** button not back button. Click **Execute** to retrieve W-2 again.

Payment Info > Election for Online W-2
Election for self-print of W-2

1. Select  - Elect for STATE OF LOUISIANA _ OSUP.
2. Select Receive **Receive W-2 online**.
3. Click OK in the Confirmation pop-up box.

Self-Print W-2

1. Select Year to Print Under Search Results for Online Forms W-2/W-2C.
2. Click Display.
3. Click the printer icon in the Adobe tool bar.

Note: A printer selection icon box may appear. Select the correct printer and click OK.

Changing Election for paper/on-line W-2

1. Select previous election by choosing the box below status.
2. Select **Receive W-2 in paper** or **Receive W-2 online**.
3. Click OK in the Confirmation pop-up box.
4. Data saved successfully message returned.

Payment Info > Bank Information
Bank Overview

- **Other bank(s)** – (optional) these deductions are made **first**.
- **Travel Expenses** – (optional) deposits from travel payments.
- **Main bank** – **mandatory** unless granted a Direct Deposit waiver by Office of State Uniform Payroll. Remaining balance of net pay deposited here.

Change Main Bank Information

The information you enter below controls where your payroll or travel payment will be posted. Verify carefully all entries you make.

1. Click **Change**.
2. Verify / change the appropriate fields:
Valid From – date change is effective. LEO adjusts date to the last day of that pay period.
Payee – displays your name cannot change.
Bank country – USA only cannot change.

Bank ABA number – bank routing number (located in bottom left area of check). If not available, verify number with financial institution.



Bank account – account number (located in bottom left of check, **after** Bank ABA number). If not available, verify number with financial institution.

Checking account / Savings Account – click appropriate button to identify.

Payment method – Employee/Vendor-Bank transfer only cannot change

Purpose – reason for change or record (Optional).

Currency – American Dollar only cannot change.

3. Click in box to verify funds will not be sent to foreign bank. If funds will be sent to a foreign bank, exit and contact your Employee Administrator.
4. Click **Save**.

Add/Change/Delete Other Bank Information

Other bank(s) must be setup with a designated amount or percentage of your net pay.

1. Create a new Other bank, click drop-down in **Bank details type** field select Other bank.
2. Click **New**.
3. Complete required fields.
4. Click **Save**.

1. Change existing **Other bank**, click drop-down from **Bank details type** field, select Other bank type, and highlight bank in the table.
2. Click **Change**.
3. Change required fields.
4. Click **Save**.

Note: Deposits to a particular Other Bank, **must** be deleted to be stopped. Funds are only deposited to banks that are **active** at the **end of the pay period**.

1. **Delete** select the **Other bank** from the **Bank details type** drop-down, and highlight bank in table.
2. Click **Delete**.
3. Page will display **Delete on** followed by current date. Change if necessary.
4. Click **Delete** to confirm.

Change State Tax Withholding

1. Click drop-down in **Tax Level** type and select **State**.
2. Click **Change**.
3. Verify / change the appropriate fields:
Valid From – date change is effective. LEO adjusts date to the last day of that pay period.
Tax authority – cannot be changed.
Filing Status – Single or Married.
Additional Withholding – additional dollar amount to be withheld per pay period.
Tax Exempt Indicator – cannot be changed.
Personal allowances – personal exemptions:
0 = Neither self or spouse
1 = Self
2 = Self and spouse.

Dependent allowances – dependent exemptions to be claimed.

4. Click before **Declaration**. Serves as your electronic signature.
5. Click **Save**.

Find who to contact for help with LEO

1. Click **My Help** displays your agency contact information.
2. Scroll across report to view all information. Find the contact for your particular need and location.