**Receiving Your W-2 Electronically**

**Employees of G&A Partners clients may choose to receive their W-2 electronically via Prism instead of receiving a copy via mail.**

**Benefits of receiving your W-2 electronically:**

* **Earlier access to your W-2.** Electronic Forms W-2 will be available for download on or before January 31 of each year, while paper Forms W-2 are not required to be mailed until January 31, and may take a couple of weeks for delivery.
* **Electronic Forms W-2 offer more security.** Because they are mailed, there is the possibility that paper Forms W-2 might be lost, stolen, delayed, or misplaced by the delivery service or upon arrival. Electronic Forms W-2, on the other hand, are stored in the same easy-to-use, secure, and password-protected platform that you already use to access your paystubs and other payroll information, even if you are away from your home/residence.
* **Electronic Forms W-2 offer more convenience.** Many online tax preparation programs offer the ability to import a copy or photo of your W-2. Electronic Forms W-2 make it easier than ever to take advantage of this option.

**How to register to receive your W-2 electronically:**

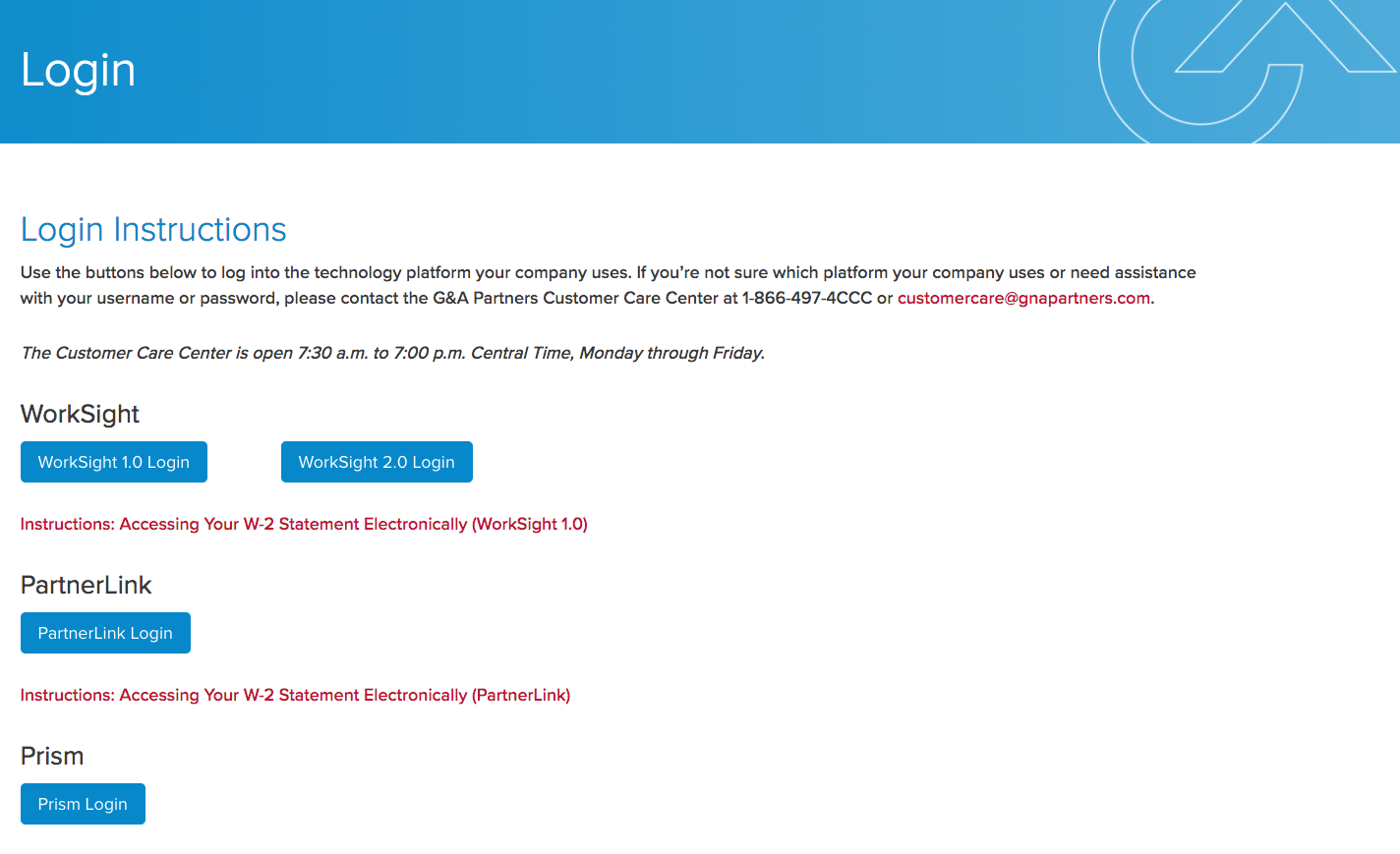
You can register to receive your W-2 electronically using Prism, G&A Partners’ online payroll portal.

**In order for your 2021 W-2 to be available electronically on or before January 31, 2022, you must complete the electronic W-2 registration process before December 31, 2021.**

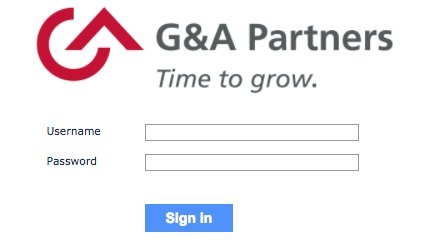
**IMPORTANT**: If you have previously registered to receive your W-2 electronically, you do not need to register again as the election to receive your W-2 electronically remains in force until you revoke it. If you no longer wish to receive your W-2 electronically, you must submit a request in writing to [accesshr@gnapartners.com](mailto:accesshr@gnapartners.com).

**To register to receive your W-2 electronically, follow the instructions below:**

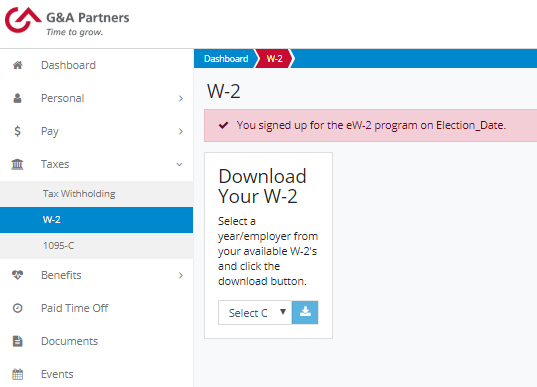
1. Visit <http://www.gnapartners.com/login>and click the “Prism Login” button.



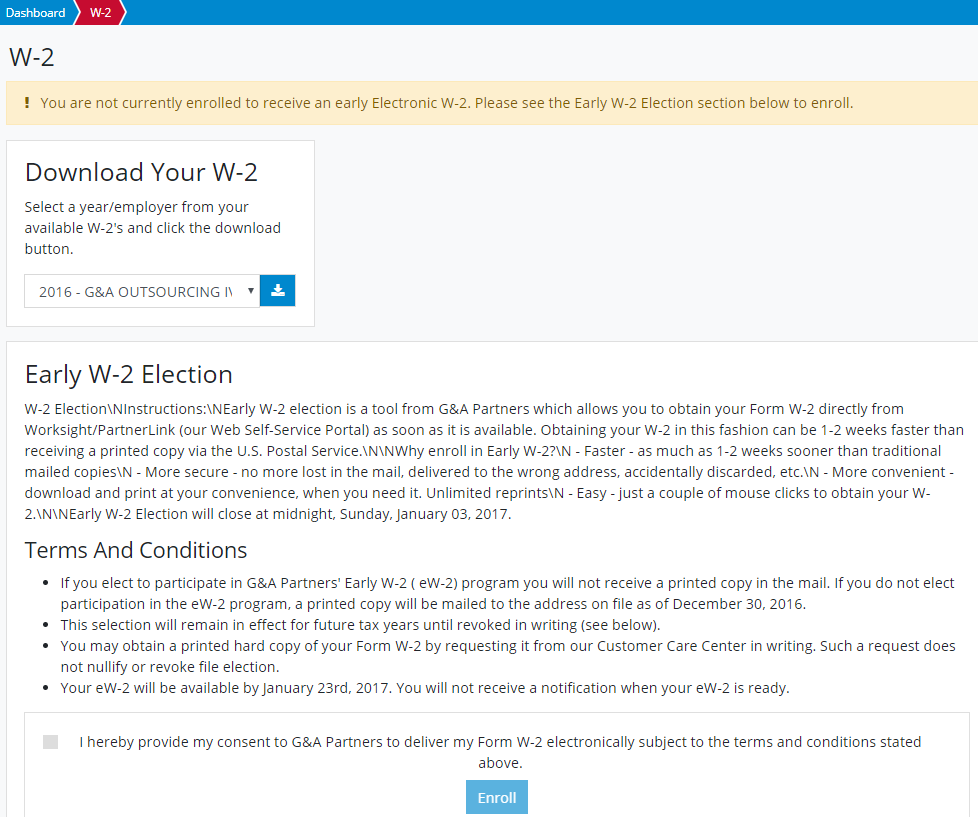
1. Enter your username and password and click “Sign In.”   
     
   *For help retrieving your username or password, contact our AccessHR at 1-866-497-4222 or* [*accesshr@gnapartners.com*](mailto:accesshr@gnapartners.com)*.*



1. Click “Taxes” in the left menu of the dashboard, then click “W-2.”



1. You will see a yellow box toward the top of the “W-2” screen informing you that you are not currently registered for the eW-2 program (as shown below). Scroll down to the “Early W-2 Election” section at the bottom of the screen, check the box giving G&A Partners consent to deliver your W-2 electronically, and then click “Enroll.”



**You are now registered to receive your W-2 statement electronically!**

Your request to receive your W-2 electronically instead of via mail will remain in force until you revoke it. If you no longer wish to receive your W-2 electronically, you must submit a request in writing to [accesshr@gnapartners.com](mailto:accesshr@gnapartners.com).

**How to access your W-2 electronically:**

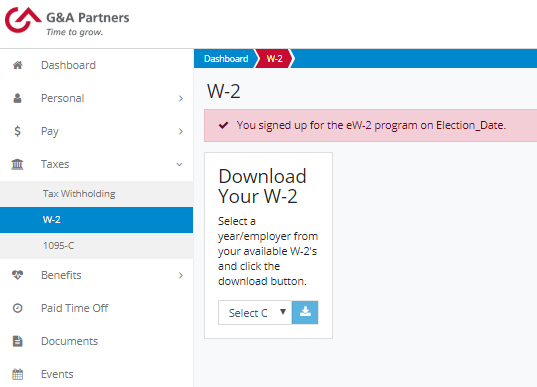
2021 Forms W-2 will be available in Prism by January 31, 2022, for all employees who completed the electronic W-2 registration process before December 31, 2021.

**To download your electronic W-2, follow the instructions below:**

1. Follow the same steps provided in the “How to register to receive your W-2 electronically” section of this document to log into Prism and access the “W-2” menu in the dashboard.

*For assistance in retrieving your username or password, please contact AccessHR at 1-866-497-4222 or* [*accesshr@gnapartners.com*](mailto:accesshr@gnapartners.com)*.*

1. You will now see a red box toward the top of the “W-2” screen informing you that you have already signed up for the electronic W-2 (eW-2) program. To download a copy of your W-2 statement, choose the year that corresponds to the W-2 you are trying to access (usually the most recent previous calendar year) and click the download icon.



1. /Users/Jessica/Desktop/Screen Shot 2018-02-05 at 2.44.43 PM.pngA PDF file titled “W2” should immediately begin to download to your computer.