



Dear Valued Employees,

At G&A Partners, providing world-class customer service to our clients' employees is part of our DNA. We currently work with your employer to provide HR services through a co-employment model. As part of that service, we handle your payroll and tax withholdings.

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www.gnapartners.com

As the end of the year approaches, we would like to share important information and deadlines with you regarding your 2023 W-2. In this email, you'll find:

- How to register to receive your W-2 electronically in WorkSight
- How to update the address where your W-2 will be mailed, if applicable
- Important W-4 information
- How to reset your WorkSight password
- W-2 Frequently Asked Questions (FAQ) webpage

### **How to register to receive your W-2 electronically in WorkSight**

You may choose to receive your W-2 in one of two ways:

- **Electronically:** The fastest method for receiving your 2023 W-2 is electronically, but you must register to receive it in this form before Dec. 31, 2023.
  - To register to receive your W-2 electronically, [please click on this link to download our guide](#), which provides detailed instructions.
  - Or visit our W-2 FAQ webpage at <https://www.gnapartners.com/w2> for additional information.
  - Once registered, you will be able to download your 2023 W-2 online by Jan. 31, 2024.



- **By mail:** If you do not register to receive your 2023 W-2 electronically before Dec. 31, 2023, your W-2 will be mailed to you by Jan. 31, 2024, as required by law, at the address G&A Partners has on file for you as of Dec. 31, 2023. Please keep in mind that mail may take a couple of weeks for delivery.
  - If you need to update the address to which your 2023 W-2 will be mailed, you must do so before Dec. 31, 2023. The address on your W-2 cannot be corrected after this date.

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### **How to update the address your W-2 will be mailed to**

- Please visit WorkSight: <https://worksight2.gnapartners.com/login>
- Enter your credentials to log in.
- Once logged in, select "Personal" from the left tab menu.
- Then, select "Address."
- Select "Edit" for the address type you would like to update, then make changes as necessary.
- When finished, select "Save."

### **Important W-4 information**

Please remember to submit a new W-4 form if your filing status, other income, deductions, or credits have changed or will change for next year.

To update your tax withholding information, please log into WorkSight at <https://worksight2.gnapartners.com/>. Then follow the steps below:

- Log in to WorkSight.
- Select the "Taxes" button on the left side menu.
- Select "Tax Withholding" once the menu expands.
- Select the blue "Edit" button in the top right corner.
- Follow the instructions on the screen.



## How to reset your WorkSight password

If you have forgotten your WorkSight password, you can easily reset it by following these steps:

- Go to <https://worksight2.gnapartners.com/>.
- Type your email address in the "Email" box.
- Click "Next."
- Then click "Forgot Password."
  - WorkSight password reset instructions will be sent to the email address associated with your WorkSight account.
  - Please check all email addresses you may have on file, as well as your spam and junk folders.
- For more help resetting your password, [please click on this link to download the guide](#).

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## W-2 Frequently Asked Questions (FAQ) webpage

Additional information about 2023 W-2s, including instructions on how to receive your W-2 electronically, is available on the G&A Partners website: [www.gnapartners.com/w2](http://www.gnapartners.com/w2).

If you have any questions about your 2023 W-2, please contact AccessHR and we will be happy to assist you:

### **G&A Partners AccessHR**

Monday - Friday | 7:30 a.m.-7 p.m. CT

Phone: 1-866-497-4222 | Fax: 1-866-917-1184

Email: [accesshr@gnapartners.com](mailto:accesshr@gnapartners.com)

Chat: [worksight2.gnapartners.com](https://worksight2.gnapartners.com)

Regards,

G&A Partners