



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.

We would like to share important information with you regarding your 2023 W-2. In this email, you'll find:

- How to reset your WorkSight password
- How to access your W-2 electronically
- Information on receiving a paper W-2
- W-2 Frequently Asked Questions (FAQ) webpage
- How to update your W-4 information

How to reset your WorkSight password

To access your W-2 electronically when it becomes available, you'll need to log in to WorkSight. 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 the button below to download our guide.

Get Help Resetting Your Password

How to access your W-2 electronically

You will be able to download your 2023 W-2 online in WorkSight by Jan. 31. Follow the steps below:

- Go to <https://worksight2.gnapartners.com/login>.
- Enter your credentials to log in.
- Once logged in, select "Taxes" from the left tab menu.
- Then click "W-2."
- Click the box that says "Select a Year" to view the available W-2 forms on file.
- Once you select the year, click the blue download button next to the box.
- This will save a PDF file of your W-2 form to your device.
- Additional information is available in our guides below:
 - For step-by-step instructions on accessing your W-2 electronically, [please click here to download our guide](#).
 - For a complete guide on electronic W-2s, including how to download your W-2 from WorkSight or the Employee Portal, please visit our article at <https://worksight2.gnapartners.com/articles/1597>. (Note: You must log in to WorkSight to access the article.)

Information on receiving a paper W-2

If you did 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 up to a couple of weeks for delivery.

If you didn't update your mailing address where your W-2 will be mailed prior to the deadline on Dec. 31, 2023, please note the following:

- The address on your W-2 cannot be corrected after Dec. 31, 2023.
- A new W-2 will not be mailed to the new address.
- If you didn't update your address, you can still download an electronic copy in WorkSight. Please see the section, "How to access your W-2 electronically."

W-2 Frequently Asked Questions (FAQ) webpage

Additional information about 2023 W-2s, including a Spanish version of this email and instructions on how to receive your W-2 electronically, is available on the G&A Partners website: www.gnapartners.com/w2.

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 2024.

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.

If you have any questions, 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

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Regards,

G&A Partners



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