
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 W-2s will be available for download on or before January 24 of each year, while paper W-2s are not required to be mailed until January 31.
- **Electronic W-2s offer more security.** Because they are mailed, there is the possibility that paper W-2s might be lost, stolen, delayed or misplaced by the delivery service or upon arrival. Electronic W-2s, on the other hand, are stored in the same easy-to-use, secure and password-protected platform that you already use to access their paystubs and other payroll information, even if you are away from your home/residence.
- **Electronic W-2s offer more convenience.** Many online tax preparation programs offer the ability to import a copy or photo of your W-2. Electronic W-2s make it easier than ever to take advantage of this option.

How to register to receive your W-2 electronically:

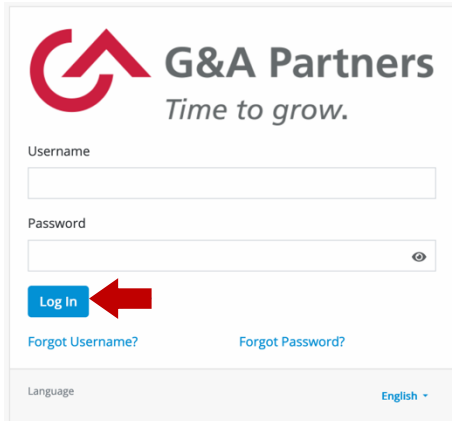
You can register to receive your W-2 electronically using Prism, G&A Partners' online payroll portal.

In order for your 2019 W-2 to be available electronically on or before January 24, 2020, you must complete the electronic W-2 registration process before December 31, 2019.

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 customercare@gnapartners.com.

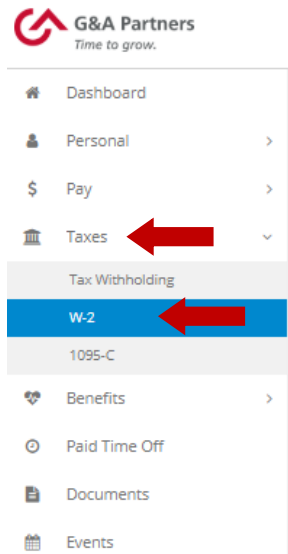
To register to receive your W-2 electronically, follow the instructions below:

1. Visit gna-ep.prismhr.com and log into Prism.

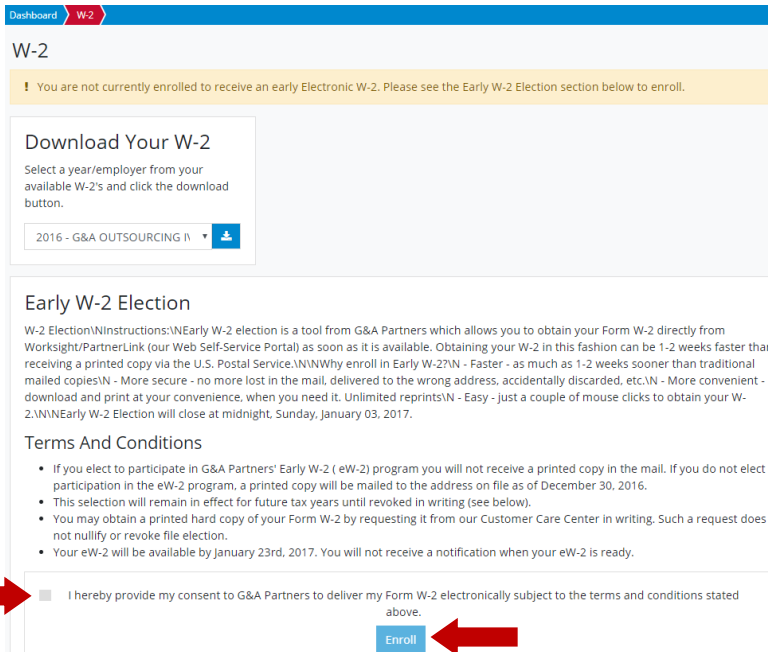


If you need help logging in, please contact our Customer Care Center at 1-866-497-4222 or customercare@gnapartners.com for assistance recovering your username or password.

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



- 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.”



The screenshot shows the 'W-2' page in the G&A Partners portal. At the top, there is a navigation bar with 'Dashboard' and 'W-2'. Below this is a yellow warning box: 'You are not currently enrolled to receive an early Electronic W-2. Please see the Early W-2 Election section below to enroll.' The main content area is titled 'Download Your W-2' and includes instructions to select a year/employer and click the download button. Below this is a dropdown menu showing '2016 - G&A OUTSOURCING I' and a download icon. The 'Early W-2 Election' section follows, with instructions and a list of terms and conditions. At the bottom, there is a consent checkbox: 'I hereby provide my consent to G&A Partners to deliver my Form W-2 electronically subject to the terms and conditions stated above.' A red arrow points to this checkbox. To the right of the checkbox is a blue 'Enroll' button, also indicated by a red arrow.

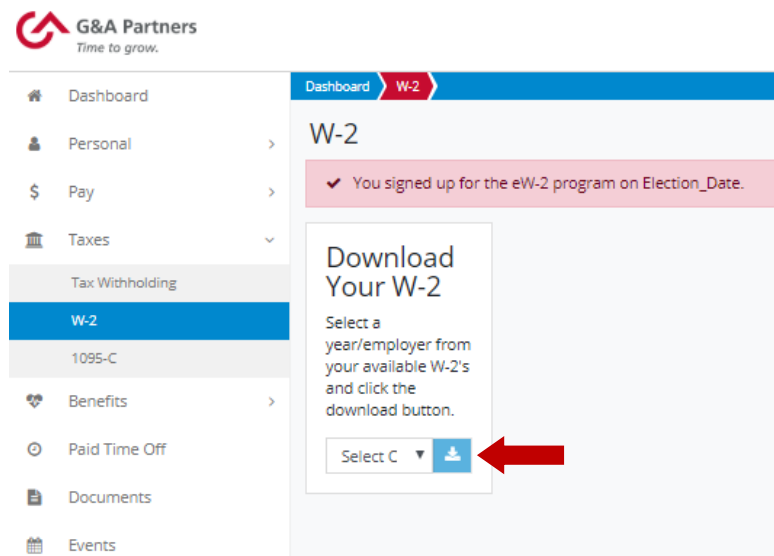
Your request to receive your W-2 electronically instead of via mail will remain in force until you revoke it. If you no longer wish to receive your W-2 electronically, you must submit a request in writing to customercare@gnapartners.com.

How to access your W-2 electronically:

2019 W-2s will be available in Prism by January 24, 2020, for all employees who completed the electronic W-2 registration process before December 31, 2019.

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.
2. 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.



3. A PDF file titled “W2” should immediately begin to download to your computer.

