
Receiving Your W-2 Electronically

Employees of G&A Partners clients may choose to receive their W-2 electronically via WorkSight 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 your 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:

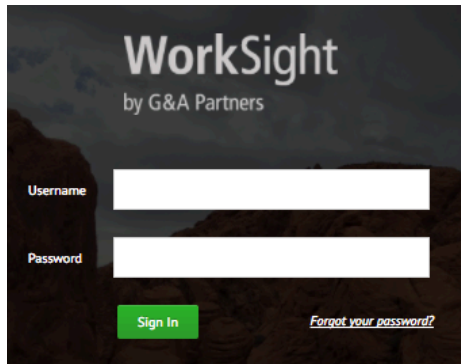
You can register to receive your W-2 electronically using WorkSight, G&A Partners' online self-service portal.

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 their 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.

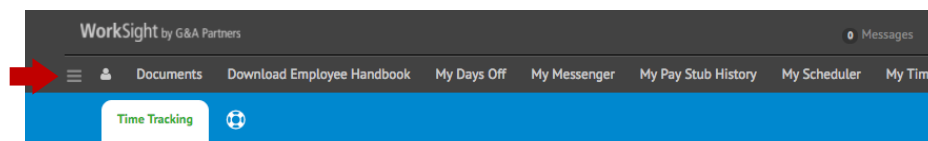
To register to receive your W-2 electronically, follow the instructions below:

1. Visit worksight.gnapartners.com to log into WorkSight.

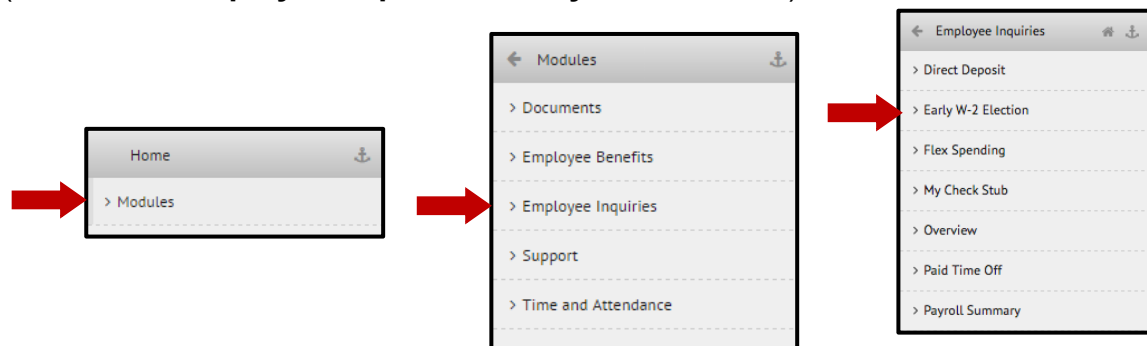


If you need help logging in, please contact our Customer Care Center at 1-866-497-4222 or customercare@gnapartners.com for assistance recovering your username or password.

2. Click on “hamburger menu” icon (☰) in the most commonly used actions menu bar to open the expandable menu tree.



3. From the expandable menu tree, navigate to the “Early W-2 Election” option (**Modules > Employee Inquiries > Early W-2 Election**).



4. Read the terms and conditions, check the box next to “Click here to accept,” then click the “SAVE changes” button.

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:

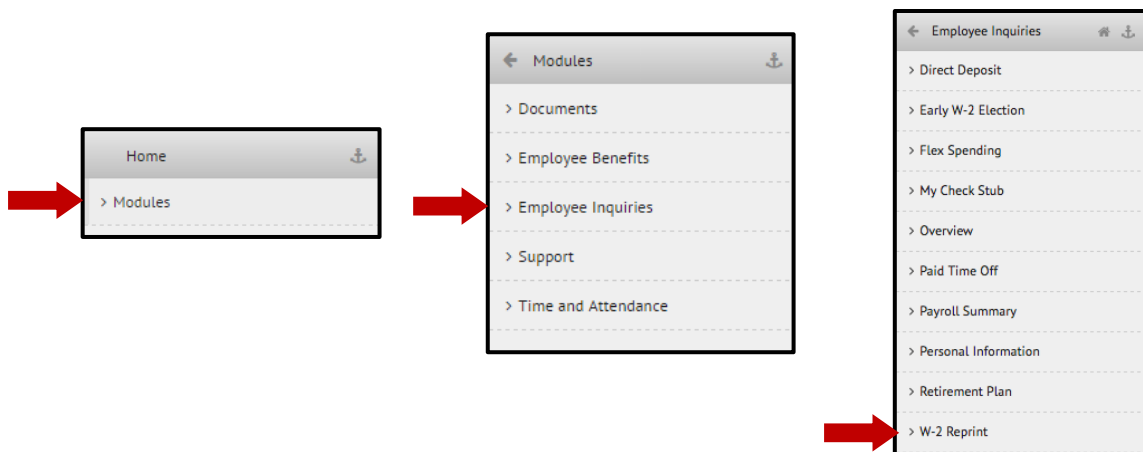
2019 W-2s will be available in WorkSight by January 24, 2020, for all employees who completed the electronic W-2 registration process before December 31, 2019.

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 WorkSight and access the expandable menu tree.

For help retrieving your username or password, please contact our Customer Care Center at 1-866-497-4222 or customercare@gnapartners.com.

2. From the expandable menu tree, navigate to the “W-2 Reprint” option.
(Modules > Employee Inquiries > W-2 Reprint)



3. You will then be taken to the “W-2 Selector” screen. Choose the year that corresponds to the W-2 you are trying to access (usually the most recent previous calendar year) and click “Go.”

W-2 Selector

Select Year

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

