



At G&A Partners, providing world-class customer service is part of our DNA, and we are proud to partner with your employer to provide comprehensive HR services, including payroll and tax withholdings. As the end of year approaches, we're providing you with important information and deadlines regarding your 2024 W-2 and W-4 tax forms.

In this email, you will find:

- How to register to receive your W-2 electronically in WorkSight
- How to update the address where your W-2 will be mailed
- Important W-4 information
- How to reset your WorkSight password
- Additional support from G&A

How to Receive Your W-2 Electronically within WorkSight

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

1. **Electronically:** The fastest method for receiving your 2024 W-2 is electronically, but you must register to receive it in this form before **December 31, 2024**.
 - To register to receive your W-2 electronically, [download the guide](#), which provides detailed instructions.
 - Or visit our [W-2 informational webpage](#) for additional details and frequently asked questions (FAQs).
 - Once registered, you will be able to download your 2024 W-2 online by **January 31, 2025**.

2. **By mail:** If you do not register to receive your 2024 W-2 electronically before **December 31, 2024**, your W-2 will be mailed to you by **January 31, 2025**, as required by law, at the address G&A Partners has on file for you as of **December 31, 2024**. Please keep in mind that mail may take a couple of weeks for delivery.
 - If you need to update the address to which your 2024 W-2 will be mailed, you must do so before **December 31, 2023**. The address on your W-2 cannot be corrected after this date.

How to Update Your W-2 Mailing Address

If you need to update your on-file address for any reason, follow the steps below:

- Log into [WorkSight](#)
- 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 follow the steps below:

- Log into [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, easily reset it by following the steps below:

- Log into [WorkSight](#)
- 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, [download the guide](#).

G&A is Here to Support You

FAQs and additional information regarding 2024 W-2s, including a Spanish version of this email and instructions on how to receive your W-2 electronically, are available on our [W-2 informational webpage](#).

For additional questions, please contact our on-demand G&A support team for assistance:

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

Chat: worksight2.gnapartners.com

Regards,

G&A Partners