
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 Forms W-2 will be available for download on or before February 1 of each year, while paper Forms W-2 are not required to be mailed until February 1.
- **Electronic Forms W-2 offer more security.** Because they are mailed, there is the possibility that paper Forms W-2 might be lost, stolen, delayed, or misplaced by the delivery service or upon arrival. Electronic Forms W-2, 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 Forms W-2 offer more convenience.** Many online tax preparation programs offer the ability to import a copy or photo of your W-2. Electronic Forms W-2 make it easier than ever to take advantage of this option.

How to register to receive your W-2 electronically:

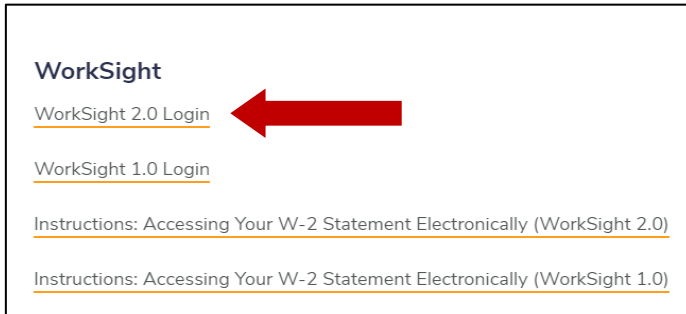
You can register to receive your W-2 electronically using WorkSight, G&A Partners' online self-service portal.

In order for your 2020 W-2 to be available electronically on or before February 1, 2021, you must complete the electronic W-2 registration process before December 31, 2020.

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.

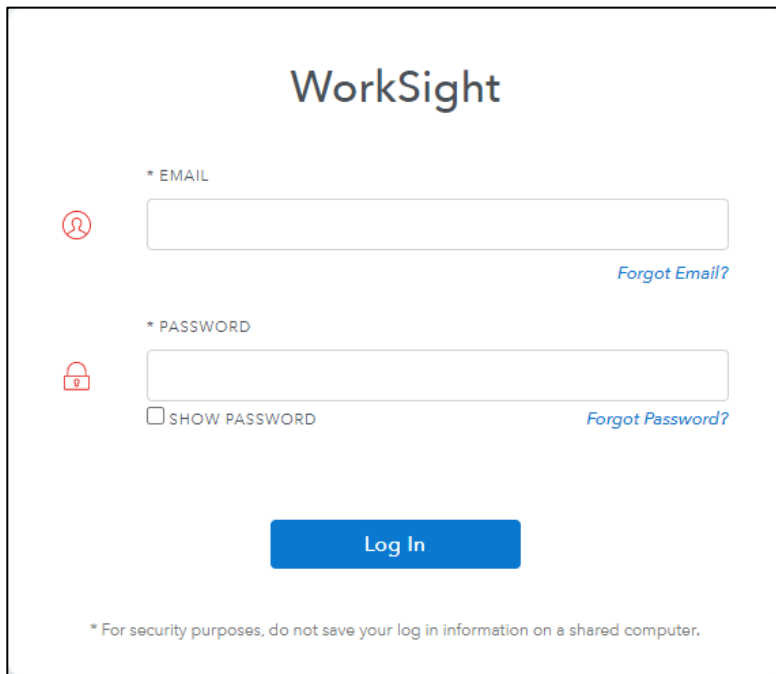
To register to receive your W-2 electronically, follow the instructions below:

1. Visit <http://www.gnapartners.com/login> and click the “WorkSight 2.0 Login” button.



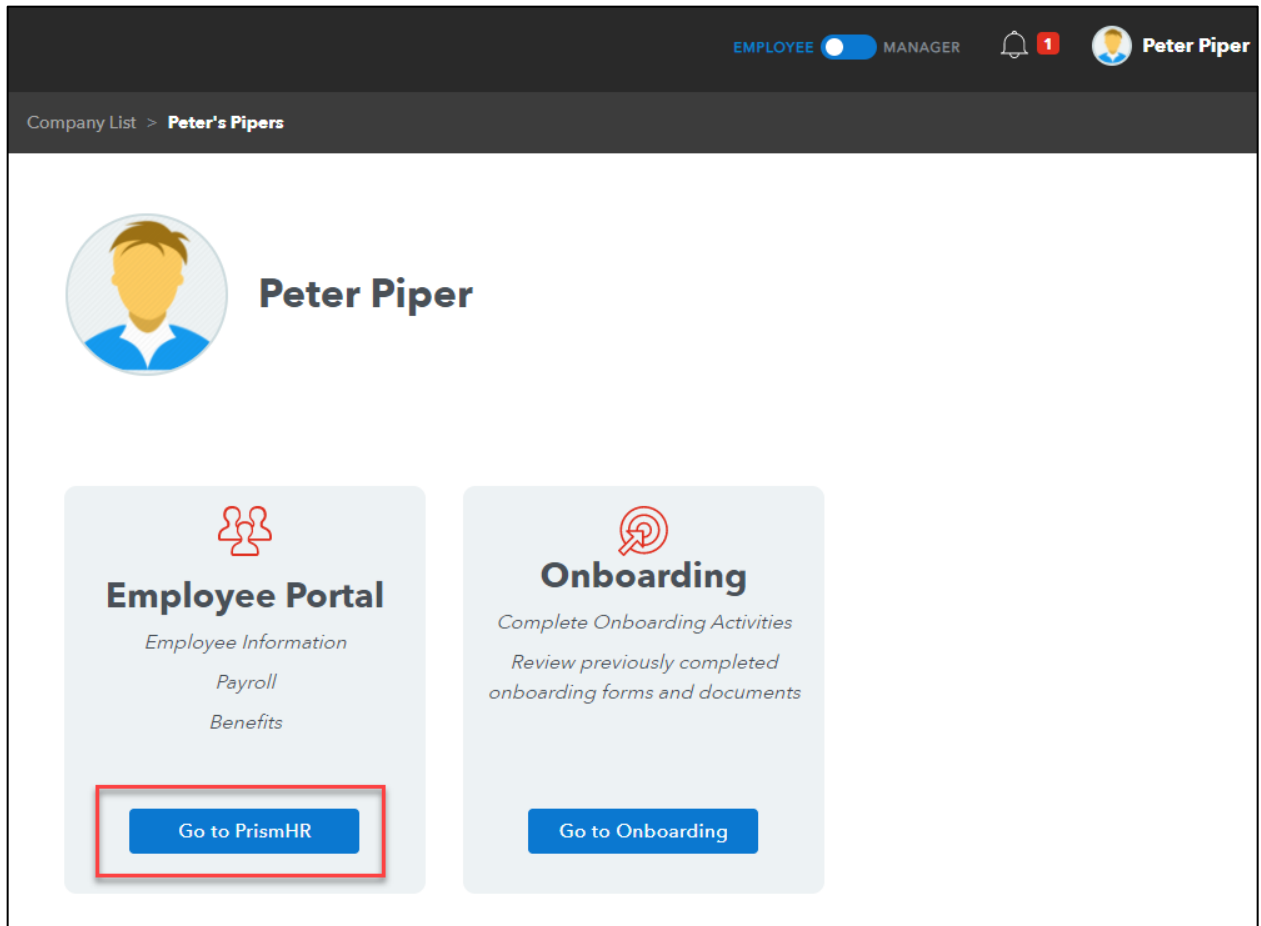
2. Enter your username and password and click “Log In.”

The email address you used to create your WorkSight account is your username. If you don’t remember which email address you used, you will need to contact our Customer Care Center at 1-866-497-4222 or customercare@gnapartners.com for assistance recovering your email address.

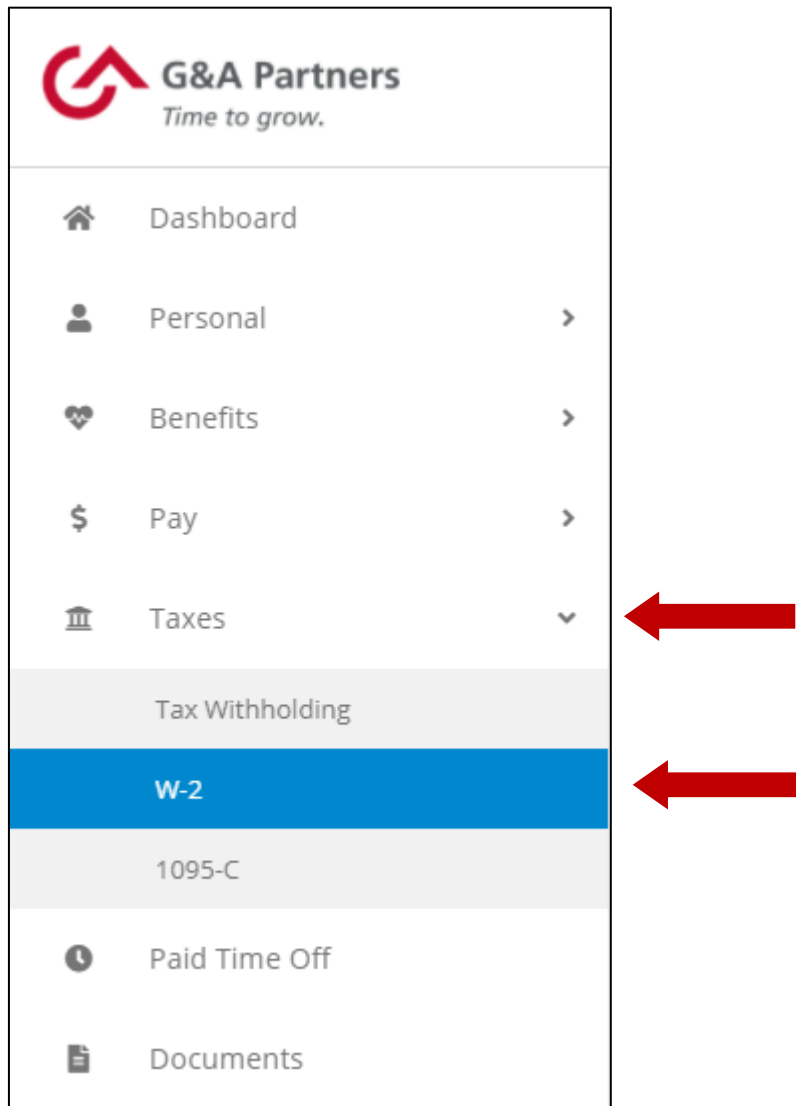


If you have forgotten your password, click “Forgot Password?” on the login screen and follow the prompts on the next screen to reset your password.

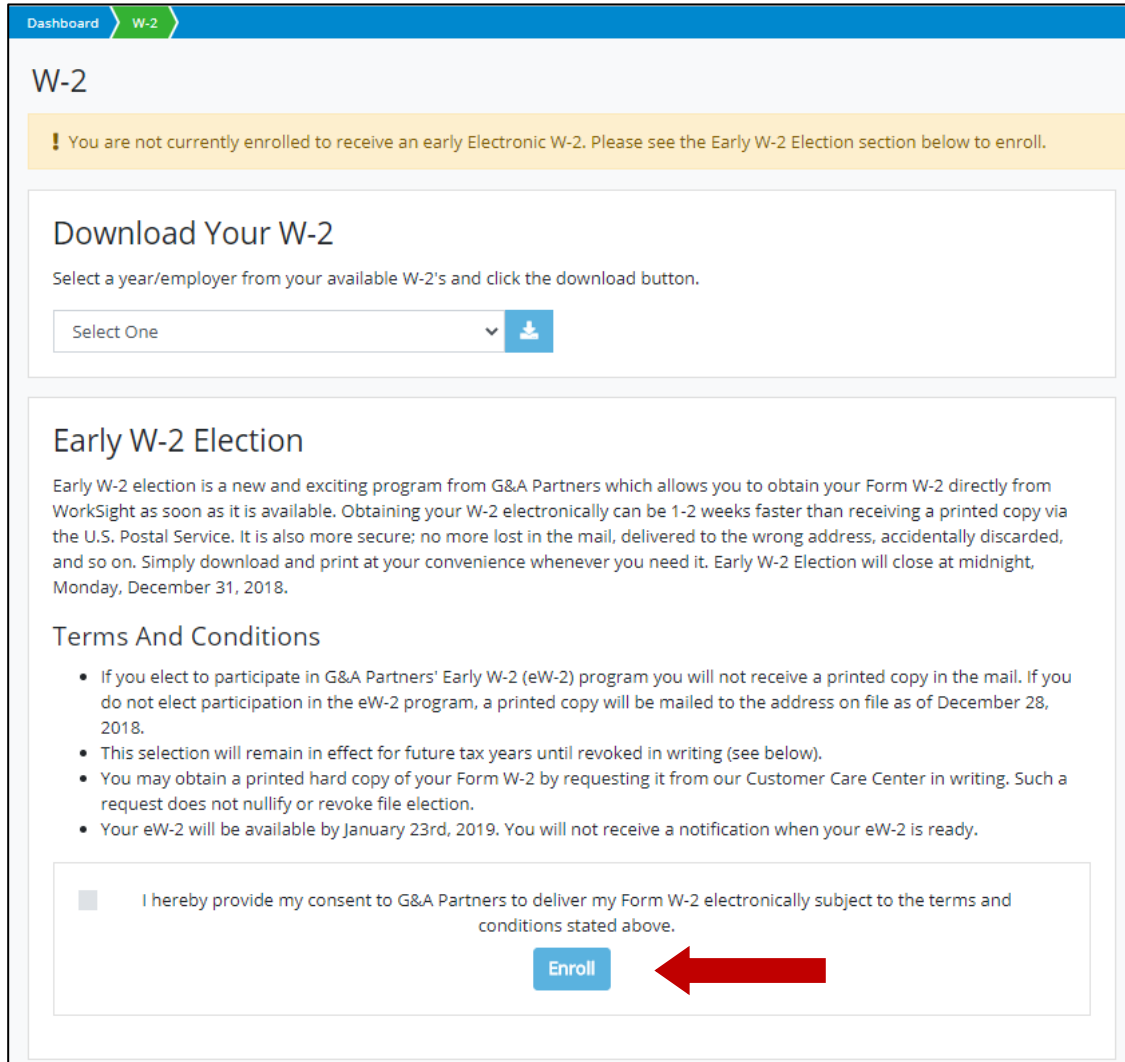
3. Once you have logged in, click the “Go to Payroll” button in the “Payroll” widget on the WorkSight home screen. You will then automatically be logged into G&A Partners’ payroll system (Prism).



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



5. 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.”




Dashboard W-2

W-2

! You are not currently enrolled to receive an early Electronic W-2. Please see the Early W-2 Election section below to enroll.

Download Your W-2

Select a year/employer from your available W-2's and click the download button.

Select One 

Early W-2 Election

Early W-2 election is a new and exciting program from G&A Partners which allows you to obtain your Form W-2 directly from WorkSight as soon as it is available. Obtaining your W-2 electronically can be 1-2 weeks faster than receiving a printed copy via the U.S. Postal Service. It is also more secure: no more lost in the mail, delivered to the wrong address, accidentally discarded, and so on. Simply download and print at your convenience whenever you need it. Early W-2 Election will close at midnight, Monday, December 31, 2018.

Terms And Conditions

- If you elect to participate in G&A Partners' Early W-2 (eW-2) program you will not receive a printed copy in the mail. If you do not elect participation in the eW-2 program, a printed copy will be mailed to the address on file as of December 28, 2018.
- This selection will remain in effect for future tax years until revoked in writing (see below).
- You may obtain a printed hard copy of your Form W-2 by requesting it from our Customer Care Center in writing. Such a request does not nullify or revoke file election.
- Your eW-2 will be available by January 23rd, 2019. You will not receive a notification when your eW-2 is ready.

I hereby provide my consent to G&A Partners to deliver my Form W-2 electronically subject to the terms and conditions stated above.

Enroll

You are now registered to receive your W-2 statement electronically!

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:

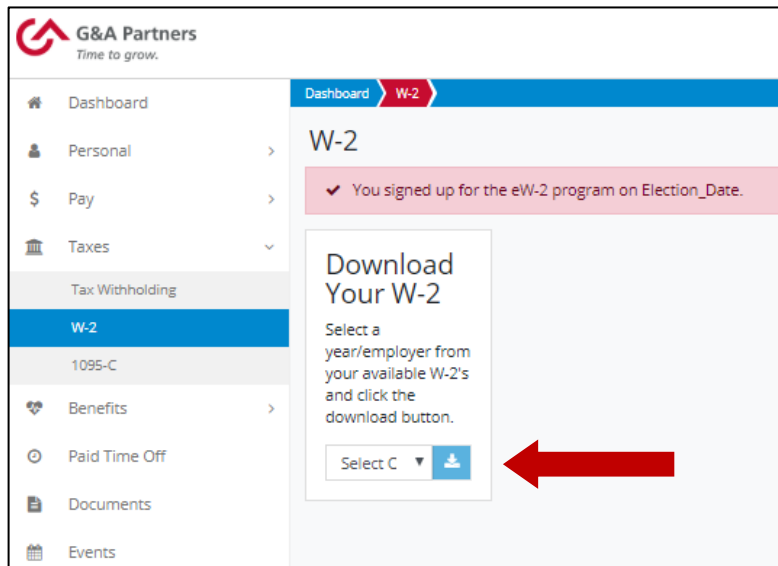
2020 Forms W-2 will be available in WorkSight by February 1, 2021, for all employees who completed the electronic W-2 registration process before December 31, 2020.

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 “W-2” menu in the dashboard.

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

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.

