## How to Register for a Paperless Tax Document (W-2)

You now have the choice of receiving your IRS Form W-2 electronically. You can establish a secure account with our W-2 vendor to obtain your tax document as soon as it becomes available. There are several advantages to electing this option:

- Faster access, no waiting for delivery. You will receive an email when your W-2 is available, in early to mid-January.
- No chance of lost or misdelivered private information, as this option will take the place of printing and mailing.
- Secure, unlimited access to enrollees for five years.
- Toll-free call center support for employees experiencing technical issues.

## *To register you will need:*

- Employer Name
- Company Code IW0219 (third digit is a zero)
- Your Social Security Number
- Name and address that appeared on your last tax document

The deadline for registering to receive your 2019 IRS Form W-2 electronically is Friday January 3, 2020. Those who do not successfully complete registration on the vendor's secure website by that date will receive a printed W-2 by US Postal Service (USPS) delivery. The USPS will attempt to deliver your W-2 to your last known address in their system.

Ready to get started? Go to: w2copy.com

Attachment No. 2 Info. Bul. No. 5093 SFS-A21-2019-2020



Click "EW2 & 1095-C Registration and Retrieval"

Please note: These instructions are for new users. No action is needed for existing users who registered their choice as "paperless" in the past.

For a new user, select "**Get Started**" in the upper right corner of your screen. When returning, enter your **email** and **password** and click "**Sign In**"

	NE	W USER	GET STARTED!
		Sign In	
GO GREEN		E-mail	
with paperless			<u><u><u>a</u></u></u>
tax documents		Password	<b>A</b>
Get Started		Forgot password? New to the site? Get Started!	
	RETURNIN		Sign in
		Email Support: support@w2copy.com	
Gafe and Secure	Why sign up for a paperless tax document?	Phone Support: 1-800-008-9940	
You can be sure that your data is safe and secure with W2copy. Security is our number one priority. We go through the most stringent security audits to make sure your data is safe and secure!	There are so many great reasons to sign up for a paperless tax document. Save on paper and trees, get your tax document quicker, and secure pdf archival are a few great reasons!		

## Select "Register for Paperless Tax Documents"



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ENTER YOUR PERSONAL INFORMATION CREATE A PASSWORD			
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Enter your personal information and create a password - click "Sign Up"

*Note:* A verification code will be emailed to the address you entered, you will need this code to continue. Enter your 6-digit confirmation code sent to you via email and select "**Confirm Email**"

ENTER THE EMAILED CODE	Please Confirm Your Email A confirmation email was just sent from support@w2copy.com to: youremail@example.com
	Resend the confirmation email? Email address incorrect? Create new account © Logout?

Once your email is confirmed, the system will ask several questions to verify your identity. Click "**Get Started**"



Enter your "Social Security Number (SSN)" and Company Code "IW0219"

(third digit is a zero)



The system will ask several multiple-choice questions to verify your identity. Once you have verified your identity, you will be asked if you want to sign up for Paperless Tax Documents. Click "**Confirm Paperless**"

You will then be taken to the portal where you can download tax documents when they are available. The pdf is encrypted with a password.

## The password to open the pdf is your 9-digit

Social Security Number with no dashes.

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If you need assistance please contact W2Copy at <u>support@w2copy.com</u> or (800) 668-9946

