

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.

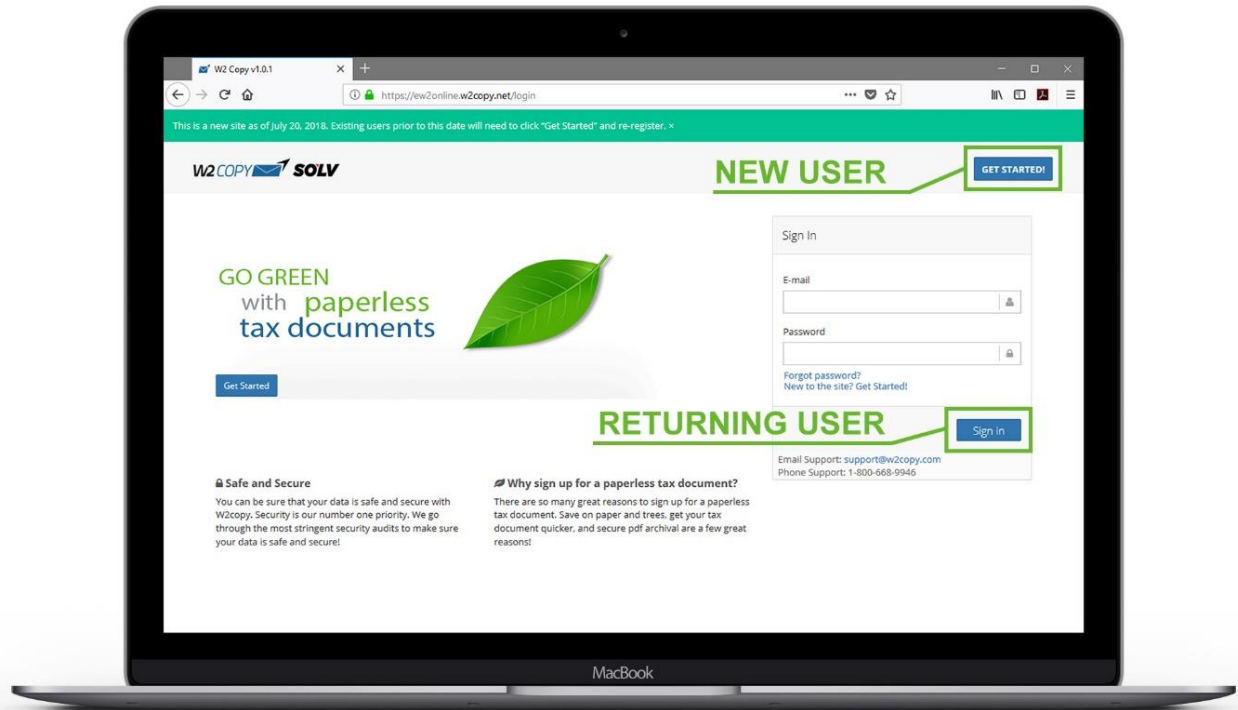
Ready to get started? Go to: w2copy.com

Click “EW2 & 1095-C Registration and Retrieval”

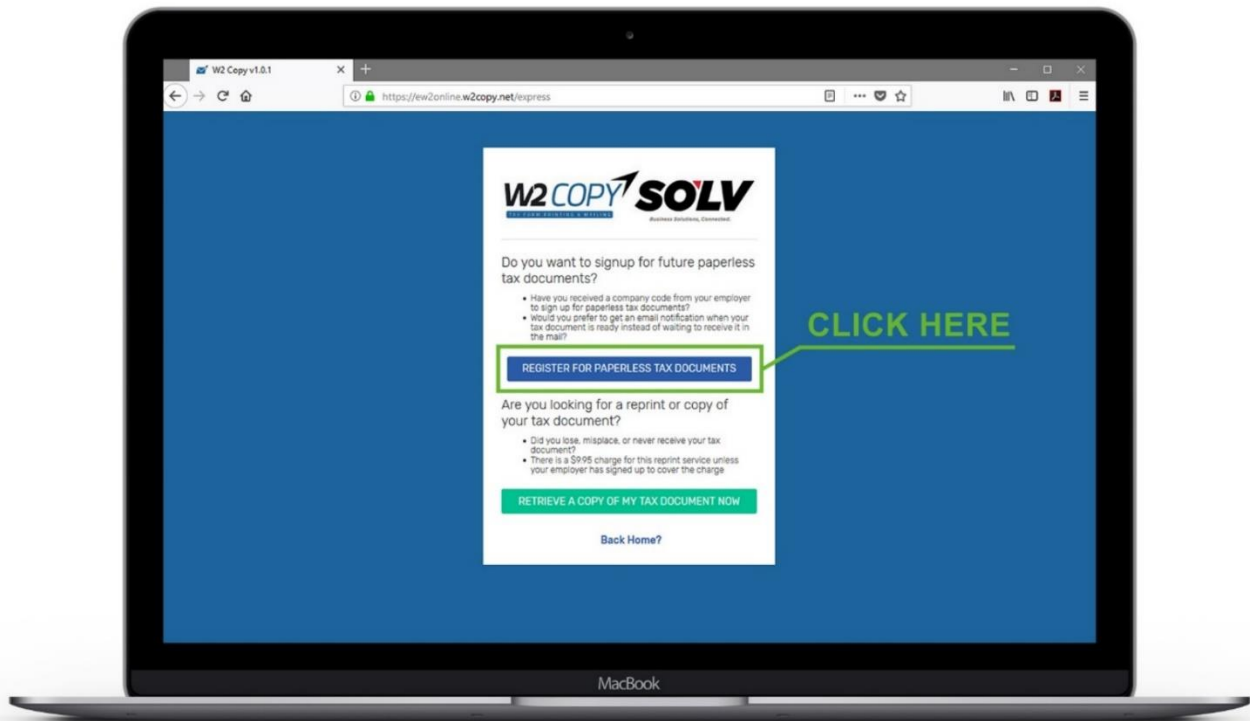


Please note: These instructions are for new users. No action is needed for existing users who registered their choice as “paperless” in the past.

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”**



Select “Register for Paperless Tax Documents”

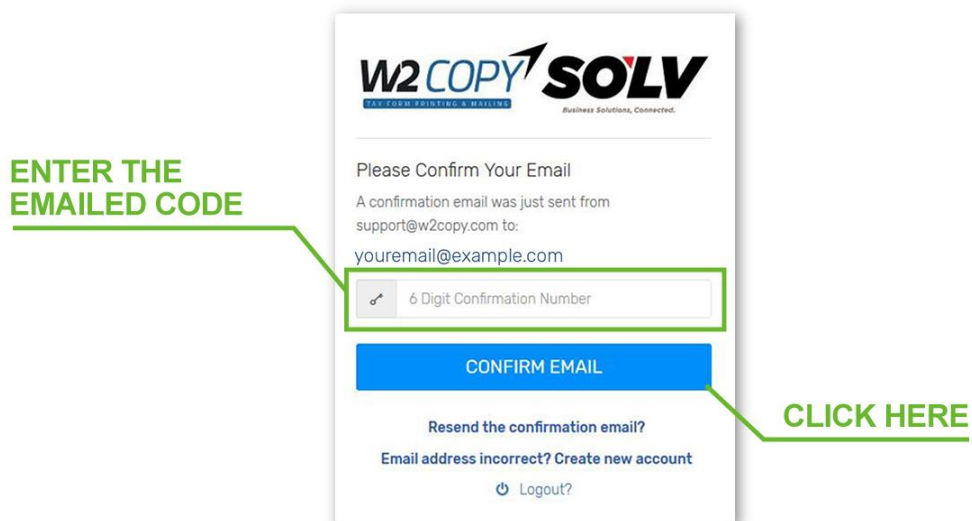


Enter your personal information and create a password - click **“Sign Up”**



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”**



Once your email is confirmed, the system will ask several questions to verify your identity.

Click **“Get Started”**



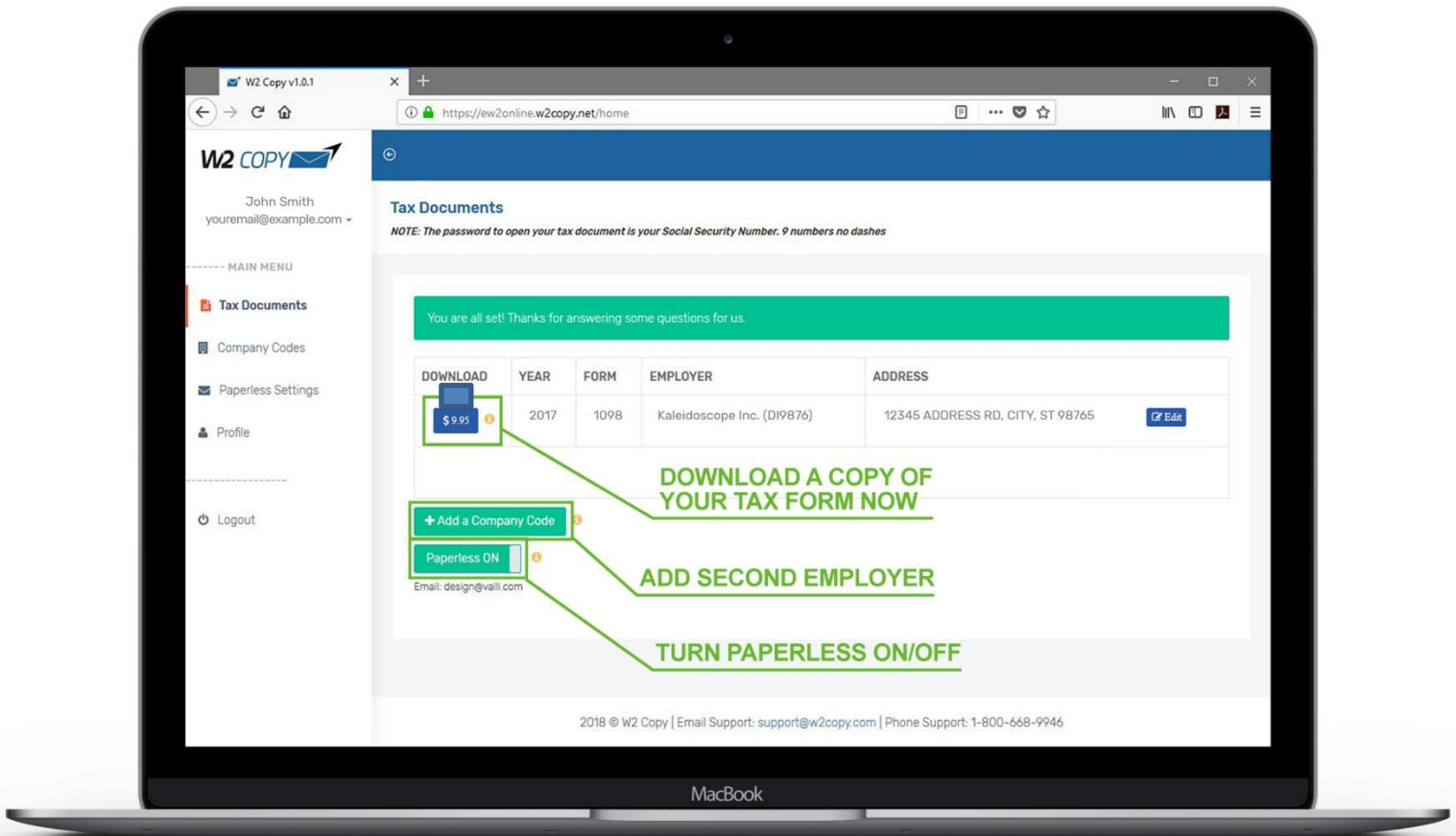
Enter your **“Social Security Number (SSN)”** and **Company Code “IW0219”**
(third digit is a zero)



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.



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

