



## Benefits of Electronic W-2s

- **Access from anywhere at any convenient time**
  - Employees can retrieve their W-2 statements at any time of day and on weekends
- **Online delivery provides** access to the W-2 statement earlier than the traditional mail / paper process
- **Employees can print multiple copies** at their convenience
- **Employees are contributing to cost savings** (forms, printing and postage expenses)
- **Access is available via the same easy-to-use,** secure web site employees use to access their pay information
  - Online delivery eliminates the chance that your W-2 statement will get lost, misdirected or delayed during delivery or after receipt, or misplaced after the employee receives it
  - \* W-2 statements will remain online for multiple years
- **Compensation and tax withholding information may easily be downloaded** into many tax preparation software programs

## Why Electronic W-2s

### Receiving an electronic W-2 form is...

- ✓ **Safer.** Reduces the risk of identity theft.
  - W-2 forms include the your name, address and social security number.
- ✓ **Faster.** Electronic W-2 forms are available before mailed forms.
- ✓ **Greener.** Save paper, an envelope, and fuel for the mail truck by receiving your W-2 online.

## Resources

- **Information from ADP on:**
  - How to view your W-2 online
  - How to keep your W-2 secure
  - FAQs
  - Available [here](#)

