

How Do I Request a Reissued W-2?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Taxes** tile.
3. Select **W-2 Reissue Request** in the menu.
4. Verify or enter a new year in the ***W2 Request for year** field. NOTE: The W-2 requested must have originally been produced by OneUSG Connect in order to receive a reissued one. For historical W-2s, you may need to contact ADP.
5. In the **Select where you want your W-2 delivered** drop down, select an option.
6. Click the **Submit** button.
7. Click **OK** on the confirmation page.

