

**W2 Approval Form**

SSC is requesting that all institutions complete the following and submit this approval form to the SSC Customer Support Center at [oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu) for approval of the 2019 W2 tax file.

**Approval is due by *5:00 PM, Tuesday, January 07, 2020*.**

**At this time enter Institution Name & Number is ready to submit W2s for printing and distribution to our employees.**

**We believe the information to be as correct as possible and understand that any further discrepancies found will result in a W2c for the employee.**

**Approved by: Authorized Signature**

**Date: Click here to enter a date.**

If you are experiencing any problems with running the necessary reports or need any additional help, please submit a Service Now ticket at [oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu).