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.

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