

Use this task to request a W-2 reissue in UCPath.

Dashboard Navigation:

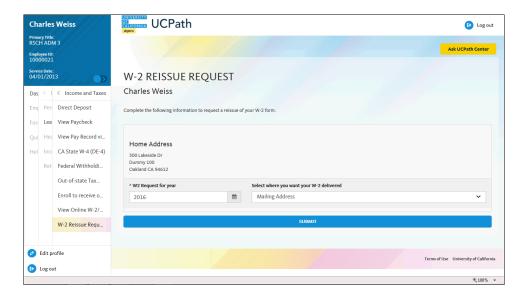
Income and Taxes > W-2 Reissue Request

or

Menu Navigation:

Employee Actions > Income and Taxes > W-2 Reissue Request

Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | This feature is available after your first online W-2 is issued in UCPath. W-2s from previous payroll systems are not available in UCPath. Year after year, as W-2s are issued for tax purposes, you have access to each tax year W-2. |
| 2. | Use the W2 Request for year field to enter the year you are requesting. For this example, accept the default 2016 . |
| 3. | Click the button to the right of the Select where you want your W-2 delivered field. |
| 4. | Select the address to which the re-issued W-2 should be sent. |
| | For this example, click the Home Address list item. |
| 5. | Click the Submit button. |





| Step | Action |
|------|-----------------------------------------------------------------------|
| 6. | A confirmation message appears. |
| | Click the OK button. |
| 7. | You have requested a W-2 reissue in UCPath online. End of Procedure. |