

What to do if you need your W2

All W2 Tax Forms are available electronically in iSolved.

Login to your iSolved account and under **Employee Self-Service**, click on the tab titled **“W2/ACA/1099 Forms.”**

Paper copies of W2 Tax Forms are mailed to any employee who *did not* previously sign-up and consent to receive their W2 Form electronically. Paper W2 forms are generally mailed no later than January 31 but delivery could be delayed by U.S. mail and/or weather conditions.

To sign-up to receive your W2 Form electronically, or to **see how you chose to receive your W2 form**: Login to iSolved and click on the drop-down menu next to your name on the **“Welcome page”** and then click on the **“Electronic Delivery- Tax Forms”** tab. You will see a pop-up message showing whether you consented or declined to receive your W2 Form electronically.

