



November 5, 2021

TO: Business, Payroll, and Personnel Administrators
HRS District Coordinators
Los Angeles County School and Community College Districts
Charter Schools and Other Local Educational Agencies

FROM: Terrie Luevano, Interim Payroll Systems Coordinator
District Personnel Information Services
Division of School Financial Services

SUBJECT: Processing and Delivery of Employees' 2021 Form W-2s – HRS Employers

The Los Angeles County Office of Education (LACOE) utilizes a secure vendor to process and distribute IRS Form W-2 to employees of school districts, charter schools and local educational agencies (LEAs) processing payroll in the Human Resource System (HRS). Employers have the option of offering a distribution choice to employees. Employees can elect to receive W-2s electronically ("eW-2") or in traditional printed and mailed format. Electronic enrollment is optional to employees. Districts must first decide whether or not to offer this option. Employees who do not successfully complete the registration process will receive a printed W-2 by mail. **To protect employees from possible processing delays or misdelivery, LACOE does not offer bulk delivery of W-2s by JET mail.**

If utilizing U.S. Postal Service (USPS) direct mail, W-2s will be mailed directly to employees. The USPS requires all bulk mailings be processed through the National Change of Address (NCOA) registry. The NCOA software compares USPS addresses to HRS and will replace HRS/W-2 addresses with information employees have provided the U.S. Postal Service. **This address update will occur only on the printed Form W-2, and does not generate in HRS.**

W-2 Processing and Delivery Fees:

A flat processing fee of \$2.50 per W-2 will be charged. This fee includes programming, updates, testing, vendor charges and fees, mailing and/or electronic distribution, customized distribution reports and a DVD containing a duplicate set of printable W-2s.

Electronic W-2 (eW-2) – Optional to Districts, Optional to Employees

Employees can establish a secure account with our W-2 vendor to obtain their free tax document online. There are several advantages to an employee electing this option:

- Faster access, no waiting for delivery. Employees will receive an email when their eW-2 is available, in early to mid-January.
- No chance of lost or misdelivered private information, as this option will take the place of printing and mailing.
- Secure, unlimited free access to enrollees for five years.
- Toll-free call center support for employees experiencing technical issues.

The secure website for electronic W-2 enrollment is www.w2copy.com. Employees utilizing this service for the first time can begin registering immediately. No action is required on the part of employees who registered in the past and requested “paperless” on the vendor website. Employees can opt-in or opt-out whenever they wish.

District Considerations – Electronic W-2s (eW-2):

- The district must publicize this option to employees, if it will be offered.
- Employees must establish a secure personal account directly with the vendor. Those who do not participate will receive their W-2 by mail. The deadline for enrollment in this service is **Friday, January 7, 2022**.
- Districts will receive a report of employees who elected to receive a W-2 electronically.
- Vendor will manage all questions related to technical support of secure website.
- Employee enrollment information will not be shared or used for marketing purposes.

If you wish to offer electronic W-2s to your employees, we recommend you publicize the service as soon as possible. For your convenience, we have included a notice that can be reproduced or sent electronically for this purpose. Districts can determine the best method of communication to employees. Contact SFS_W2_Requests@laoe.edu if you need an electronic version of the attachment that can be personalized for your district.

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Action Items:

Indicate and submit your preferences on the attached "W-2 Processing and Delivery Choices-2021" form by **Friday, December 10, 2021 to SFS_W2_Requests@laoe.edu**.

Approved:
Sean Lewis, Assistant Director
School Financial Systems and Services

ARC:sm
Attachments

SFS-A18-2021-2022

**Los Angeles County Office of Education
Division of School Financial Services**

W-2 Processing and Delivery Choices – 2021

Please indicate your choices below and have this form signed (electronic signature accepted) by your Chief Business Official or an authorized district administrator.

We authorize the Los Angeles County Office of Education (LACOE) to facilitate processing and distribution of our employee's Form W-2s. The W-2s will be mailed directly to our employees or be made available electronically (optional).

We understand the cost for this service is \$2.50 per W-2. This flat fee includes programming and updates, testing, vendor charges and fees, mailing and/or electronic distribution, and customized distribution reports.

Electronic W-2s (eW-2s)

☐ We wish to offer this optional service to our employees who enroll. Our district will publicize this choice and encourage interested employees to enroll by January 7, 2022.

Duplicate DVD

☐ We request a **duplicate** DVD set of 2021 Form W-2s at no additional charge.

We further authorize LACOE to transfer the cost of processing our W-2s from our General Fund Account No. 01.0-00000.0-00000-72000-5880/5890-0000000, or other account as indicated below:

District Name _____

Administrator's Name/Title _____

Authorized Signature and Date _____

District Contact (if different) _____

Please scan and return this completed form by Friday, December 10, 2021, to:
SFS_W2_Requests@lacoed.edu

How to Register for a Paperless Tax Document (W-2)

You now have the choice of receiving your IRS Form W-2 electronically. You can establish a secure account with our W-2 vendor to obtain your tax document as soon as it becomes available. There are several advantages to electing this option:

- Faster access, no waiting for delivery. You will receive an email when your W-2 is available, in early to mid-January.
- No chance of lost or misdelivered private information, as this option will take the place of printing and mailing.
- Secure, unlimited access to enrollees for five years.
- Toll-free call center support for employees experiencing technical issues.

To register you will need:

- Employer Name
- Company Code IW0219 (third digit is a zero)
- Your Social Security Number
- Name and address that appeared on your last tax document

*The deadline for registering to receive your **2021** IRS Form W-2 electronically is Friday, January 7, 2022. Those who do not successfully complete registration on the vendor's secure website by that date will receive a printed W-2 by US Postal Service (USPS) delivery. The USPS will attempt to deliver your W-2 to your last known address in their system.*

Ready to get started? Go to: w2copy.com

Select **"EMPLOYEE LOGIN* Registration and Retrieval"**



*Valid only for participating employers. Not all participating employers will offer both W-2 and 1095-C forms on this site.

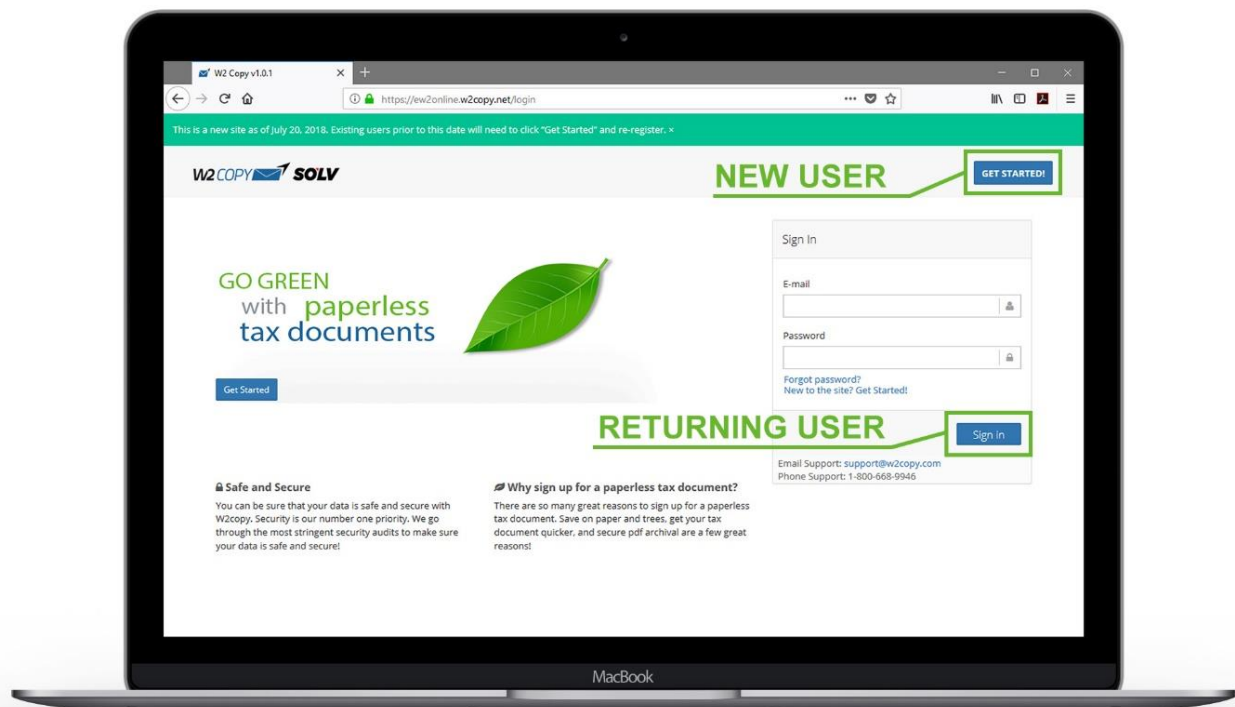
[Check Your SSN Processing Status Here](#)

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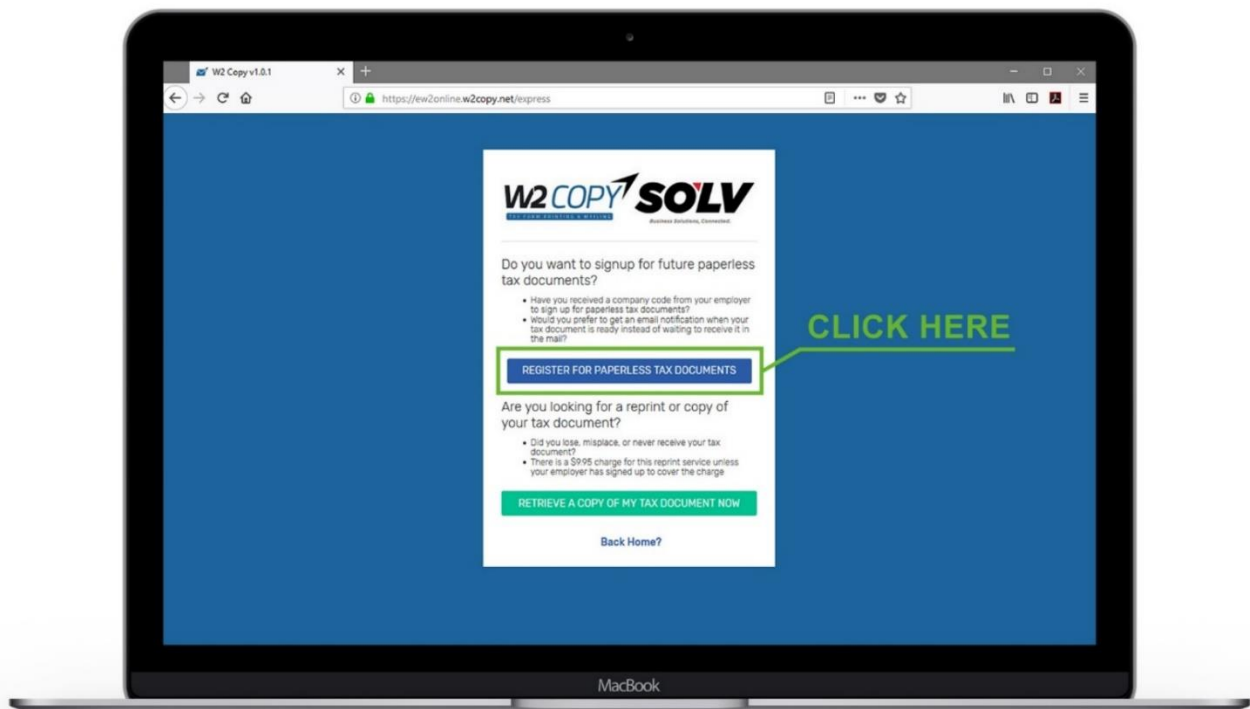
You will then be directed to our W-2 vendor's secure portal: <https://ew2online.w2copy.net/login>

Please note: These instructions are for new users. No action is needed for existing users who registered their choice as "paperless" in the past.

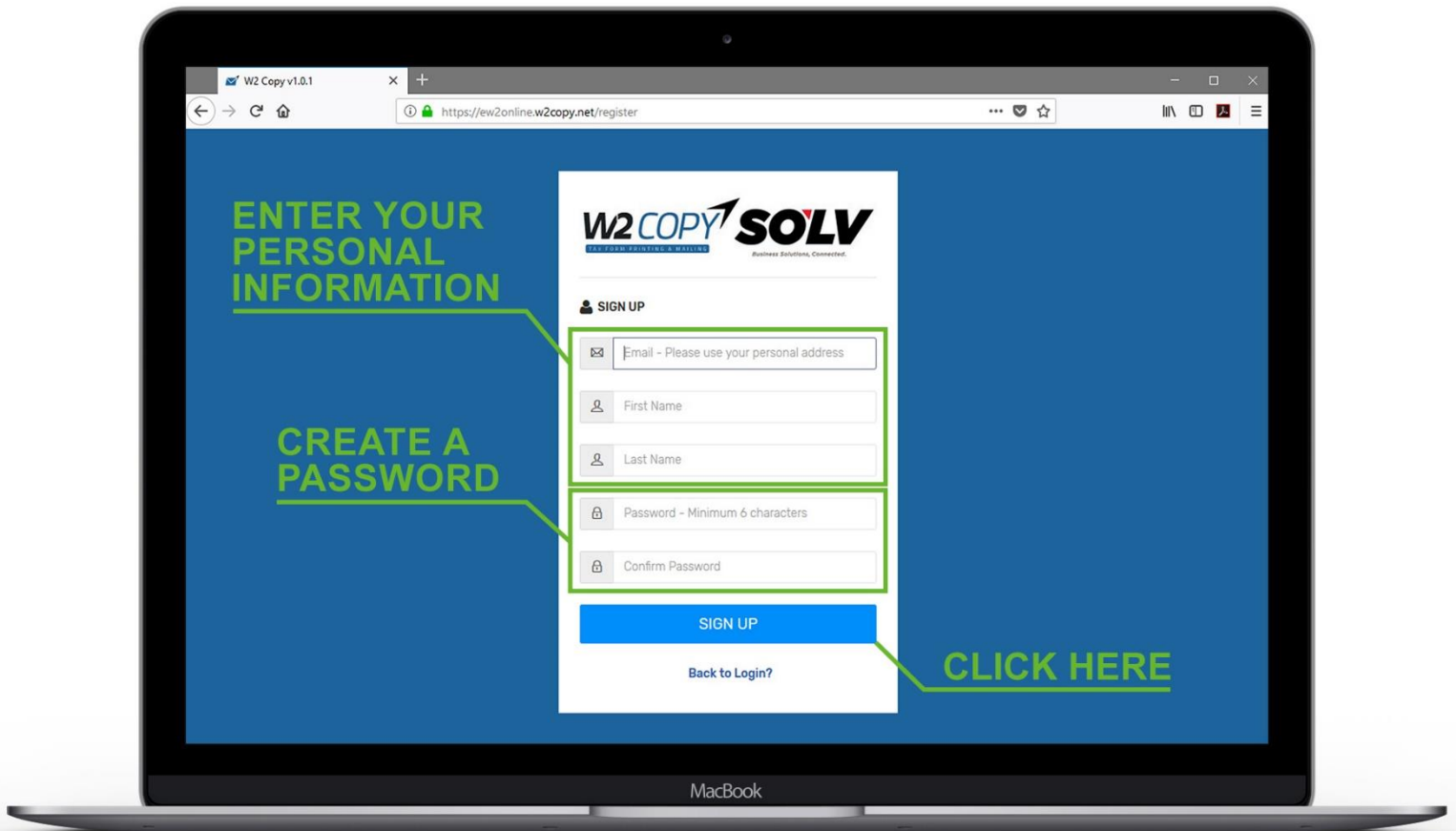
For a new user, select **“Get Started”** in the upper right corner of your screen.
When returning, enter your **email** and **password** and click **“Sign In”**



Select **“Register for Paperless Tax Documents”**

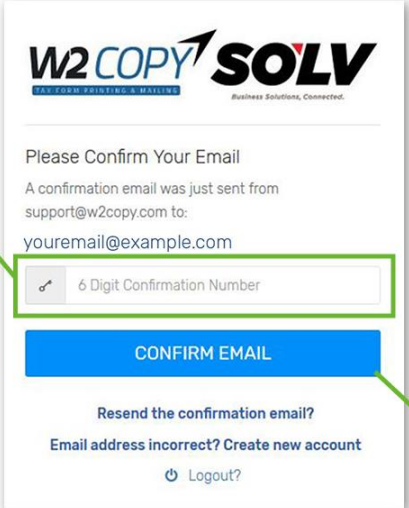


Enter your personal information and create a password - click **“Sign Up”**



Note: A verification code will be emailed to the address you entered, you will need this code to continue.

Enter your 6-digit confirmation code sent to you via email and select **“Confirm Email”**



The image shows a confirmation email screen for W2COPY SOLV. At the top is the logo with the tagline "Business Solutions, Connected.". Below the logo, the text reads "Please Confirm Your Email" and "A confirmation email was just sent from support@w2copy.com to: youremail@example.com". A text input field is labeled "6 Digit Confirmation Number" and is highlighted with a green box. Below the input field is a blue button labeled "CONFIRM EMAIL". Underneath the button are links: "Resend the confirmation email?", "Email address incorrect? Create new account", and "Logout?". A green line points from the text "ENTER THE EMAILED CODE" to the input field. Another green line points from the text "CLICK HERE" to the "CONFIRM EMAIL" button.

ENTER THE EMAILED CODE

Please Confirm Your Email

A confirmation email was just sent from support@w2copy.com to: youremail@example.com

6 Digit Confirmation Number

CONFIRM EMAIL

Resend the confirmation email?

Email address incorrect? Create new account

Logout?

CLICK HERE

Once your email is confirmed, the system will ask several questions to verify your identity.

Click **“Get Started”**



The image shows a welcome screen for W2COPY SOLV. At the top is the logo with the tagline "Business Solutions, Connected.". Below the logo, a green checkmark icon is followed by the text "Your email was confirmed". Below this, it says "Welcome John!". Then, it reads "To get started, we are going to ask you several questions so that we can verify your identity". At the bottom is a blue button labeled "GET STARTED". A green line points from the text "CLICK HERE" to the "GET STARTED" button.

W2COPY SOLV
Business Solutions, Connected.

✓ Your email was confirmed

Welcome John!

To get started, we are going to ask you several questions so that we can verify your identity

GET STARTED

CLICK HERE

Enter your **“Social Security Number (SSN)”** and **Company Code “IW0219”**
(third digit is a zero)



W2COPY SOLV
Business Solutions, Connected.

Enter Social Security Number

Numbers Only SSN Number

Enter your 6 or 7 digit Company Code

Company Code

Don't know your Company Code? Contact your employer.

NEXT →

Logout?

ENTER YOUR SOCIAL SECURITY, NUMBERS ONLY

ENTER YOUR COMPANY'S CODE, PROVIDED BY YOUR EMPLOYER

CLICK HERE

The system will ask several multiple-choice questions to verify your identity. Once you have verified your identity, you will be asked if you want to sign up for Paperless Tax Documents. Click **“Confirm Paperless”**

You will then be taken to the portal where you can download tax documents when they are available. The pdf is encrypted with a password.

The password to open your W-2 pdf is your 9-digit Social Security Number with no dashes.



W2COPY SOLV
Business Solutions, Connected.

✓ Social Security Number Verified

Yes I want to enroll for Paperless Tax Documents!

Upon clicking the CONFIRM PAPERLESS button I consent to receive my W2 or other tax document(s) electronically each year. I understand that I will not receive a paper copy unless I change my preference inside this website portal.

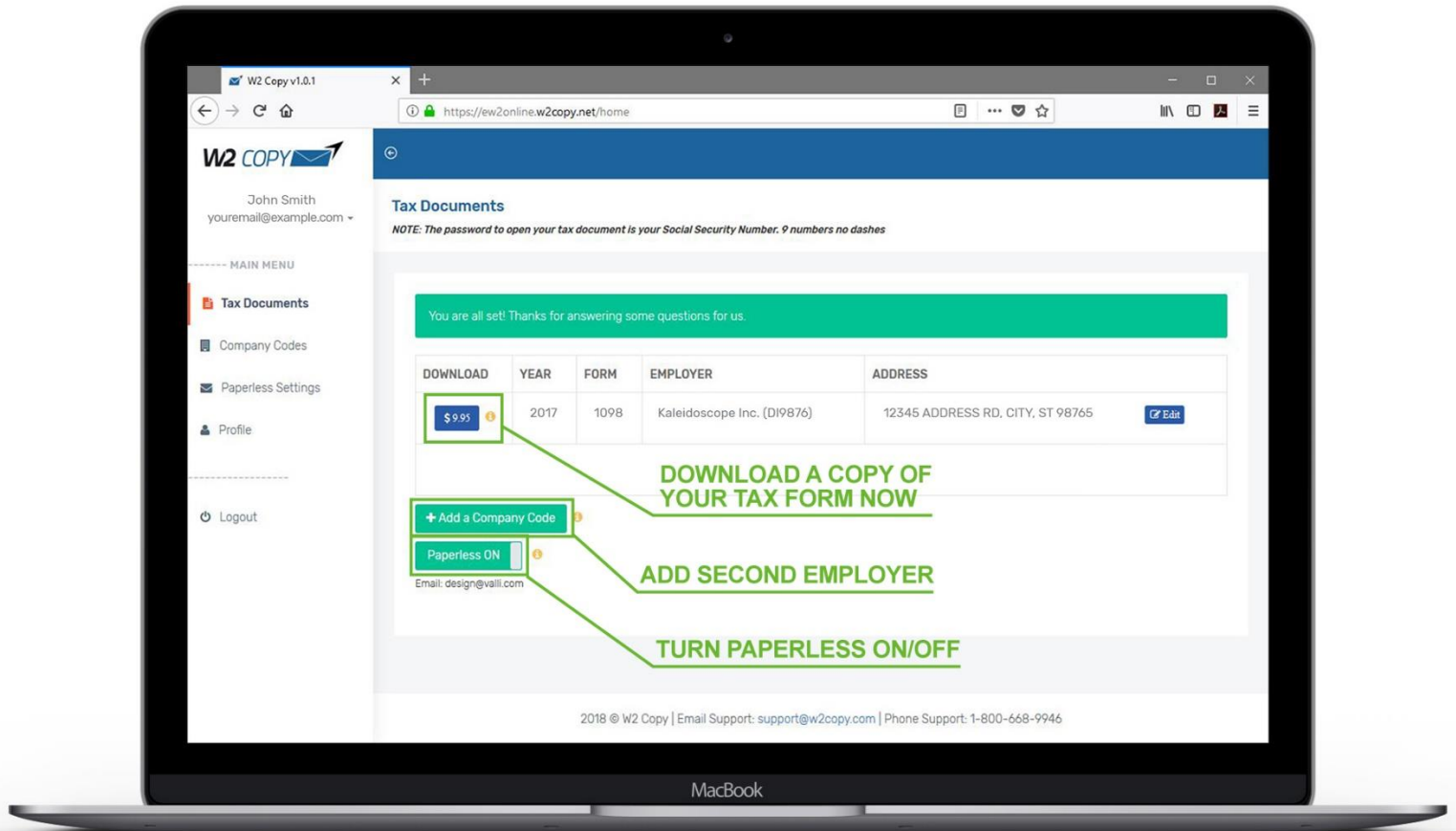
CONFIRM PAPERLESS

DECLINE PAPERLESS

Logout?

CHOOSE TO RECIEVE YOUR TAX DOCUMENTS IN AN EMAIL

CHOOSE TO RECIEVE YOUR TAX DOCUMENTS AS A PHYSICAL COPY



If you need assistance please contact W2Copy at
support@w2copy.com or (800) 668-9946

