



November 18, 2024

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

FROM: Jonah Austria, Payroll Systems Coordinator
District Personnel Information Services
Division of School Financial Services

SUBJECT: HRS Processing and Delivery of Employees' 2024 Form W-2s

The Los Angeles County Office of Education (LACOE) utilizes a secure vendor to process and distribute IRS Form W-2 to school district, charter school and local educational agencies' (LEAs) employees 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 printed and mailed format. Electronic enrollment is optional for employees. 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.**

HRS Districts must decide whether or not to offer electronic W-2s ("eW-2") through our 3rd party vendor. For districts that elect eW-2s, employees must go on the vendor website and register to have the ability to view. Attached are documents to share process directions with employees.

If utilizing U.S. Postal Service (USPS), 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 is not generated 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.

Vendor Electronic W-2 (eW-2) – Optional to Districts, Optional to Employees - HRS Only:

Employees can establish a secure account with our W-2 vendor to obtain their free tax documents 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 being lost or misdelivered confidential information.
- 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.

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

- The district will need to publicize this option to employees if it is offered.
- Employees should establish a secure personal account directly with the vendor. Those who do not participate will receive their W-2 by mail. The deadline to enroll in this service is **Tuesday, December 31, 2024.**
- 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 their 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. Contact [SFS W2 Requests@laoe.edu](mailto:SFS_W2_Requests@laoe.edu) if you need an electronic version of the attachment that can be personalized for your district.

If you have any questions regarding this bulletin, please contact me by email at austria_jonah@laoe.edu.

Approved:

Nkeiruka Benson, Director

Division of School Financial Services

JA:sm

Attachments

SFS-A28-2024-2025

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

HRS W-2 Processing and Delivery Choices – 2024

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 December 31, 2024.

Duplicate DVD

- ☐ We request a **duplicate** DVD set of 2024 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 13, 2024, to:
SFS_W2_Requests@lacoe.edu

How to Register for a Paperless Tax Document (W-2) (**HRS Districts Only**)

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 confidential 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 **2024** IRS Form W-2 electronically is Tuesday, December 31, 2024. 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.

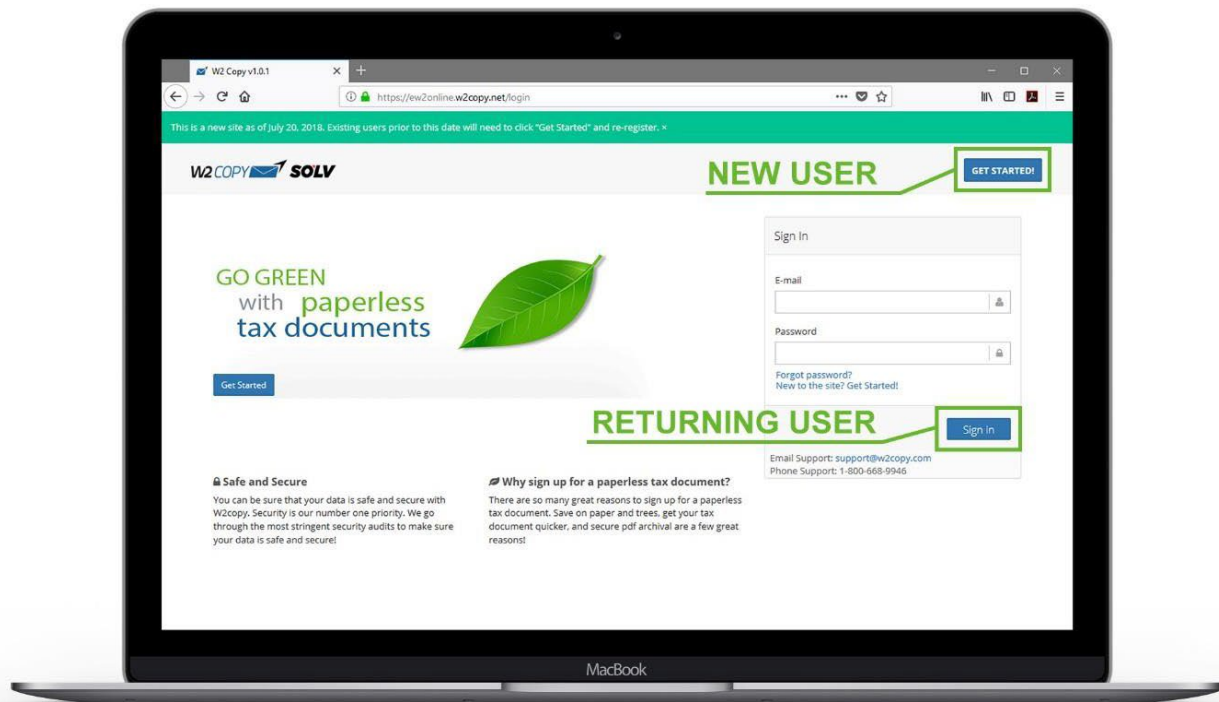
[Check Your SSN Processing Status Here](#)

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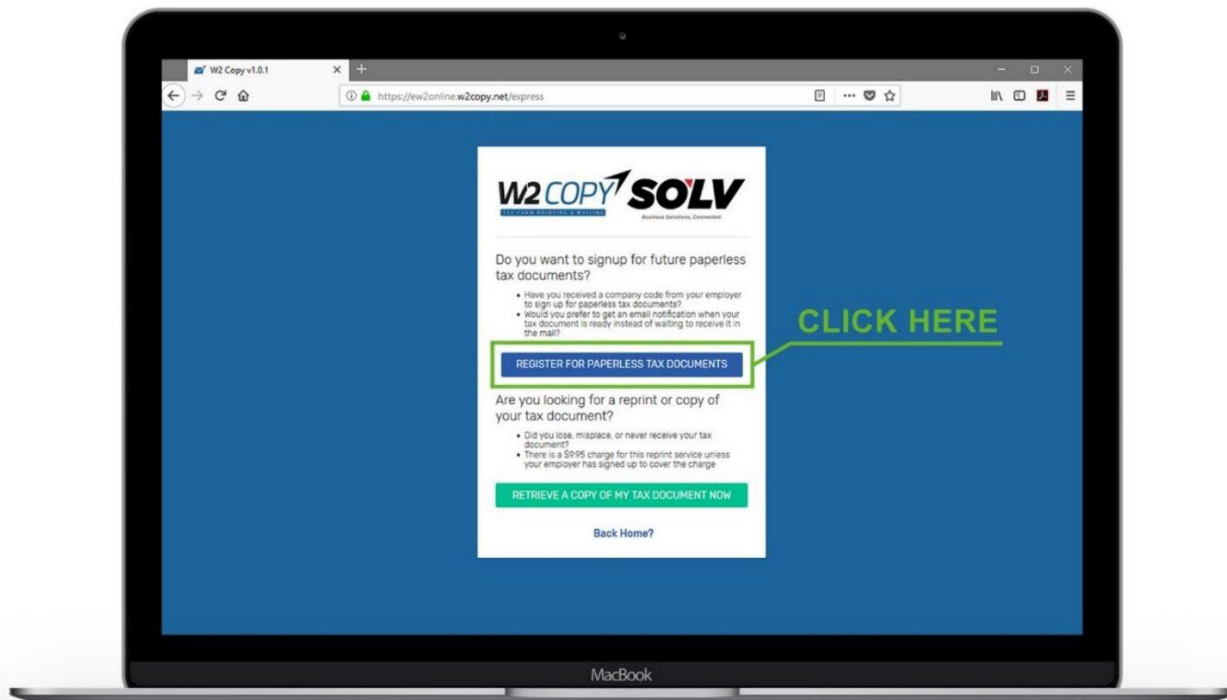
You will then be directed to our W-2 vendor's secure portal: <https://ew2online.w2copy.net/login>.

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

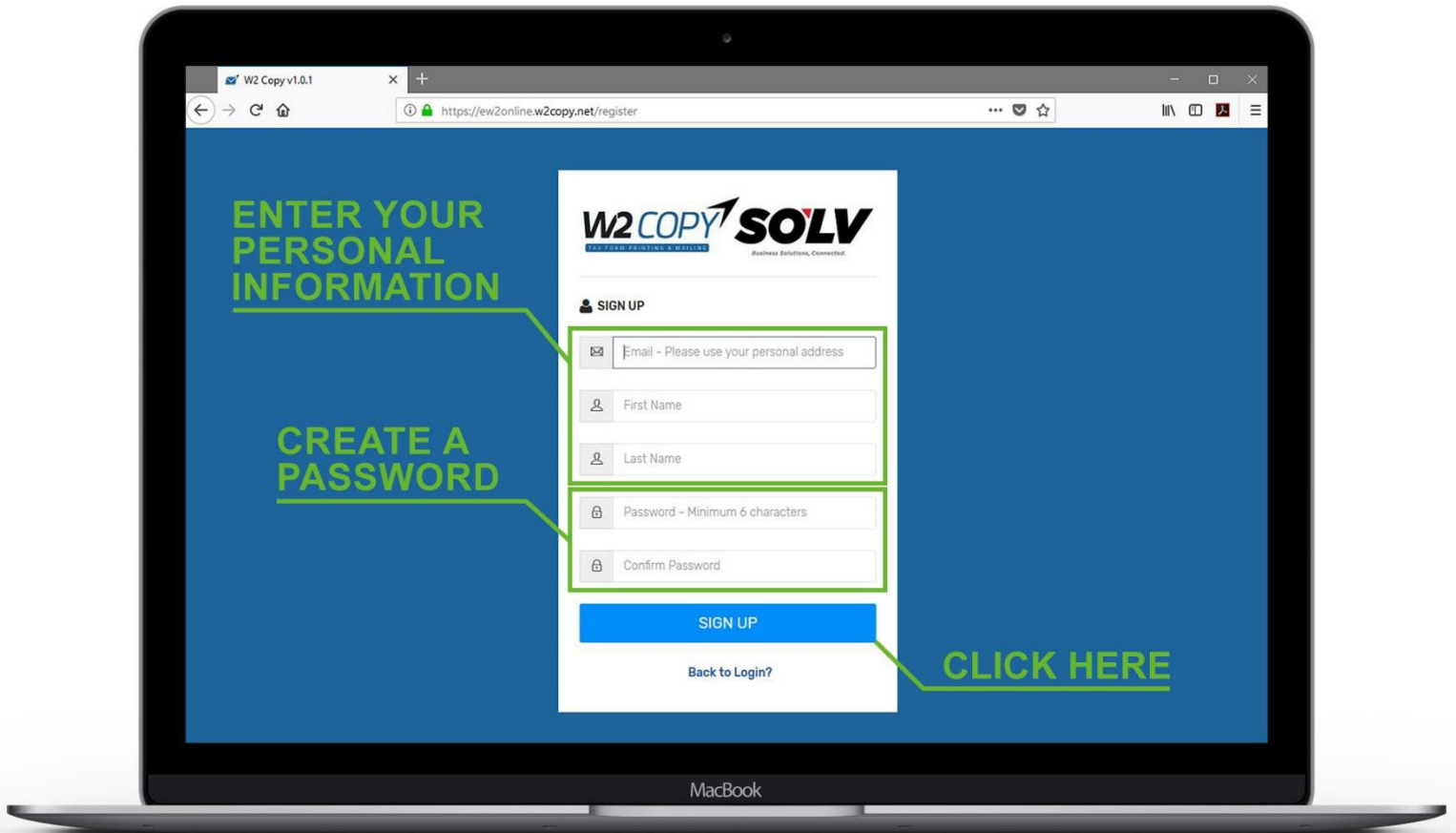
For a new user, select **“Get Started”** in the upper right corner of your screen.
When returning, enter your **email** and **password** and click **“Sign In.”**



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 web form for email confirmation. At the top is the W2COPY SOLV logo with the tagline 'Business Solutions, Connected.'. Below the logo, the text reads 'Please Confirm Your Email'. It states 'A confirmation email was just sent from support@w2copy.com to: youremail@example.com'. There is a text input field with a key icon and the placeholder '6 Digit Confirmation Number'. Below this is a blue button labeled 'CONFIRM EMAIL'. Under the button, there 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 confirmation code input field. Another green line points from the text 'CLICK HERE' to the 'CONFIRM EMAIL' button.

ENTER THE EMAILED CODE

CLICK HERE

Once your email is confirmed, the system will ask several questions to verify your identity. Click **“Get Started.”**



The image shows a web form for the 'Get Started' step. At the top is the W2COPY SOLV logo with the tagline 'Business Solutions, Connected.'. Below the logo, there is a green checkmark icon and the text 'Your email was confirmed'. It says 'Welcome John!'. Below that, it says '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.

CLICK HERE

Enter your **“Social Security Number (SSN)”** and **Company Code “IW0219.”**

(third digit is a zero)



W2COPY SOLV
Business Solutions. Connected.

ENTER YOUR SOCIAL SECURITY, NUMBERS ONLY

Enter Social Security Number

Numbers Only SSN Number

ENTER YOUR COMPANY'S CODE, PROVIDED BY YOUR EMPLOYER

Enter your 6 or 7 digit Company Code

Company Code

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

NEXT →

Logout?

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.

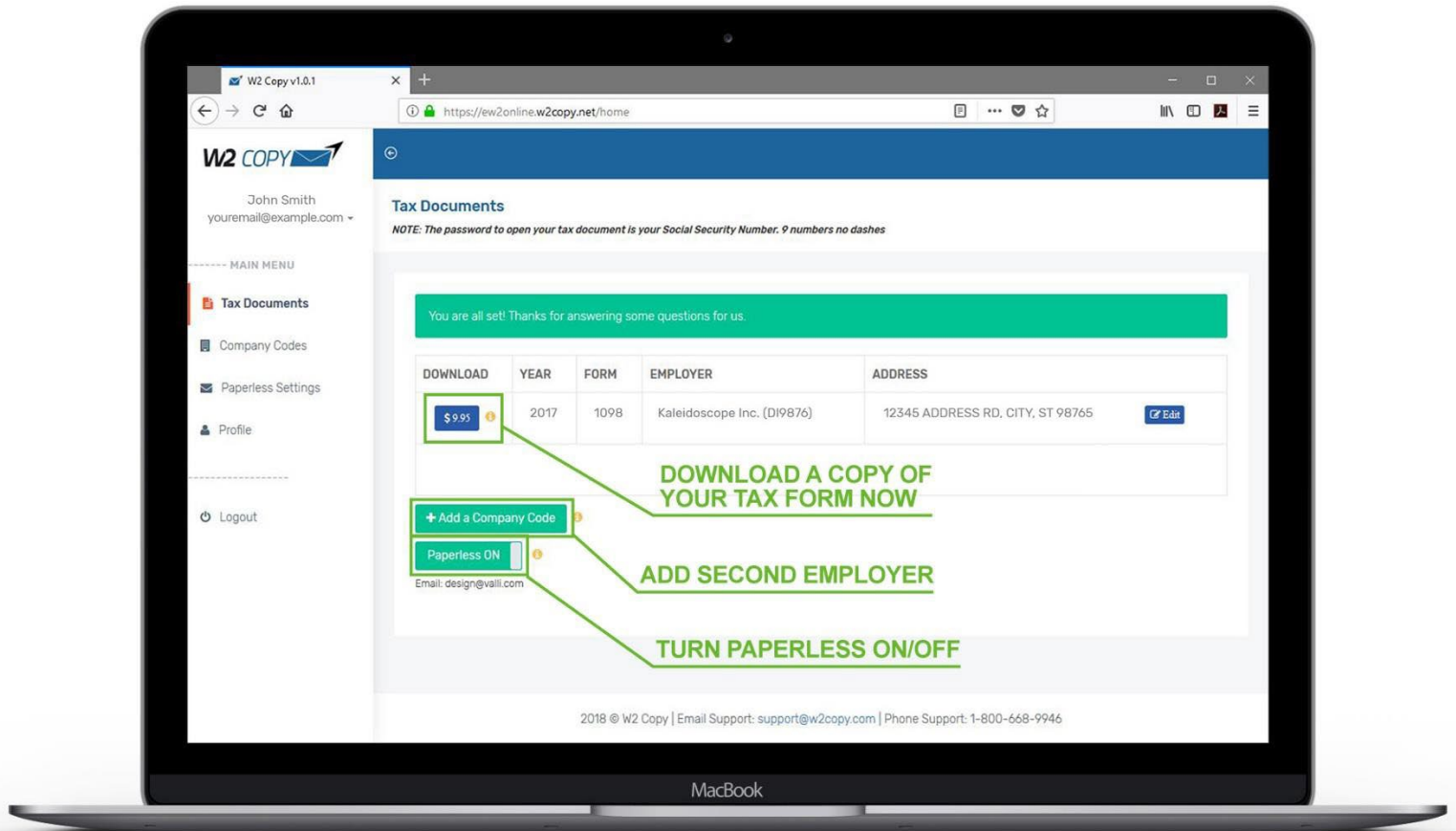
CHOOSE TO RECIEVE YOUR TAX DOCUMENTS IN AN EMAIL

CONFIRM PAPERLESS

CHOOSE TO RECIEVE YOUR TAX DOCUMENTS AS A PHYSICAL COPY

DECLINE PAPERLESS

Logout?



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

