

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

Dashboard Navigation:

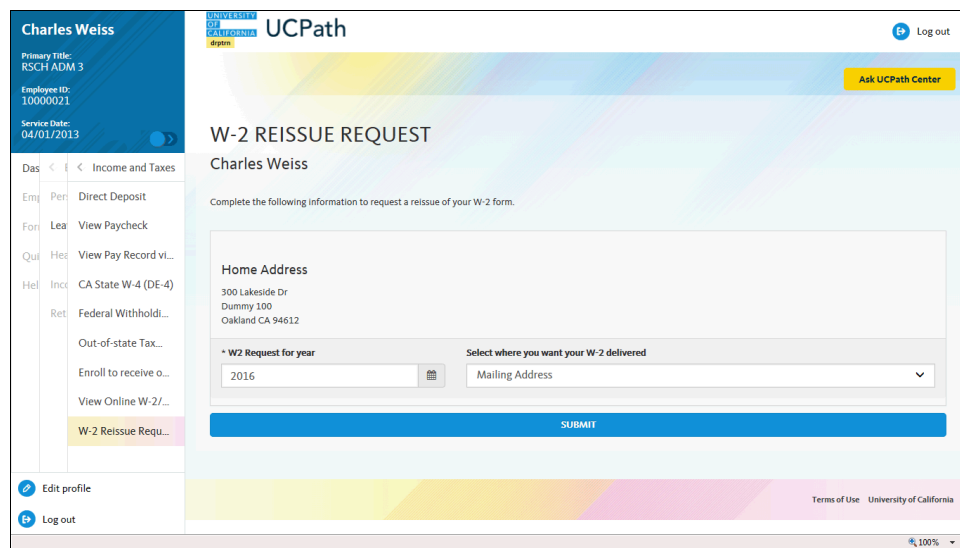
Income and Taxes > **W-2 Reissue Request**


or

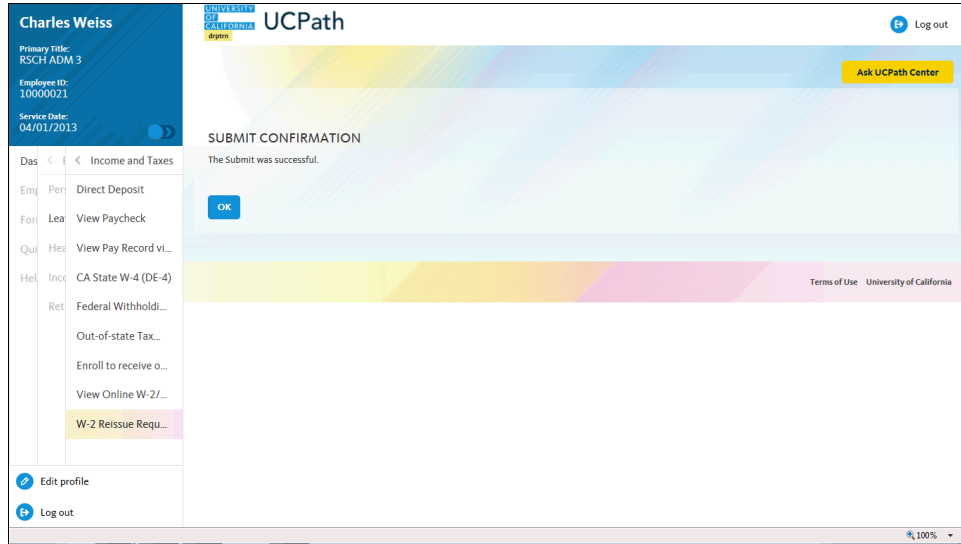
Menu Navigation:


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.	<p>A confirmation message appears.</p> <p>Click the OK button.</p> 
7.	<p>You have requested a W-2 reissue in UCPath online.</p> <p>End of Procedure.</p>