

# GET YOUR W-2 FASTER!



ELECT TO VIEW AND PRINT YOUR W-2 ONLINE

## WHY SIGN UP?

- \* W-2 available in mid-January
- \* View/print at your convenience
- \* No worry over lost, delayed, or misplaced forms
- \* Environmentally friendly

## HOW TO SIGN UP

- >> Access LEO
- >> Go to 'My Info'
- >> Select 'Payment Info'
- >> Select 'Election for Online W-2'
- >> Provide your consent by December 31

This service is available to employees paid through the LAGov HCM Payroll System. For assistance making this election, contact your agency's Human Resources Office.

