



REGISTER FOR AN ELECTRONIC W-2

Sign up now – Deadline to register for an electronic W-2 is December 16, 2023

The General Services Administration (GSA) Payroll Services Branch (PSB), will issue the 2023 Form W-2, Wage and Tax Statement, using **Employee Express (EEX)**.

How do you sign-up to receive your 2023 W-2 electronically?

- Log in to www.employeeexpress.gov
- On the Main Menu, under the **Payroll – Personnel Actions** column, click **W-2 Hard Copy On/Off**
- Select W-2 Hard Copy Status **Off**
- Click **Save**
- Confirm Status and click **Yes**

By changing the election to hard copy **Off** you are providing consent to receive your W-2 electronically. If at any time before December 16, 2023, you decide you want to receive a hard copy by mail, you can change the status to **On**.

If you received your 2022 W-2 electronically, you are automatically registered to receive your 2023 W-2 online through EEX.

If you have any questions regarding your 2023 W-2, please contact the GSA PSB Customer Service Representatives at KC-Payroll.Finance@gsa.gov or at (844)-303-6515.