## TANDEM HR

## **Accessing Your W-2 in PeopleHub**

1. Log into the PeopleHub portal.

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Home

Taxes > W-2

- 2. Click on the Taxes menu on the left-side navigation and click on W-2.
- Select a W-2 form from any year in which Tandem HR was your payroll provider and click the download button to the right. A PDF copy will launch in a pop-up window which you can save or print. (Make sure your pop up blockers are disabled!)

Home	Taxes	
O My Tandem	W-2	
$\mathfrak{S}$	Withholding	
Benefits	1095-C	
Pay		
	ixes	
Resources		

8	W-2	Resources
My Tandem	This confirms you have elected to receive your W-2 electronically by signing up for the E-W2 program	1.
Benefits		
\$	Download Your W-2	
Pay	Select a year/employer from your available W-2's and click the download button.	
Taxes	Select One	

If you elect to only receive an electronic copy of the W-2, you will see a message at the top of this screen in green.

Otherwise, your W-2 will be mailed to your resident address found clicking on My Tandem on the left navigation menu, then Address. You may choose to enter a different address for your W-2 mailing if need be.

Any of your addresses may be updated at any time in this section by clicking on Change Address.

