

The Electronic W2 is now available on Ceridian. It can be accessed by going to the “Earnings” button on the menu bar. Then go to the tab at the top of the page called “Year End Forms”.

The paper W2 will be distributed to Departments no later than next Friday, January 22nd.

Please remember you can opt out of receiving a paper W2 by following these steps in Ceridian:

1. Go to “Profile & Settings” on the menu bar.
2. Go to “Year End Form Delivery” and click on the “Edit” feature.
3. Check the W-2 box then click the approve button.

If you have any questions please call Sue Messina at X3219

Have a great day!



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