

Importing your W-2 from MyEPP

Step One

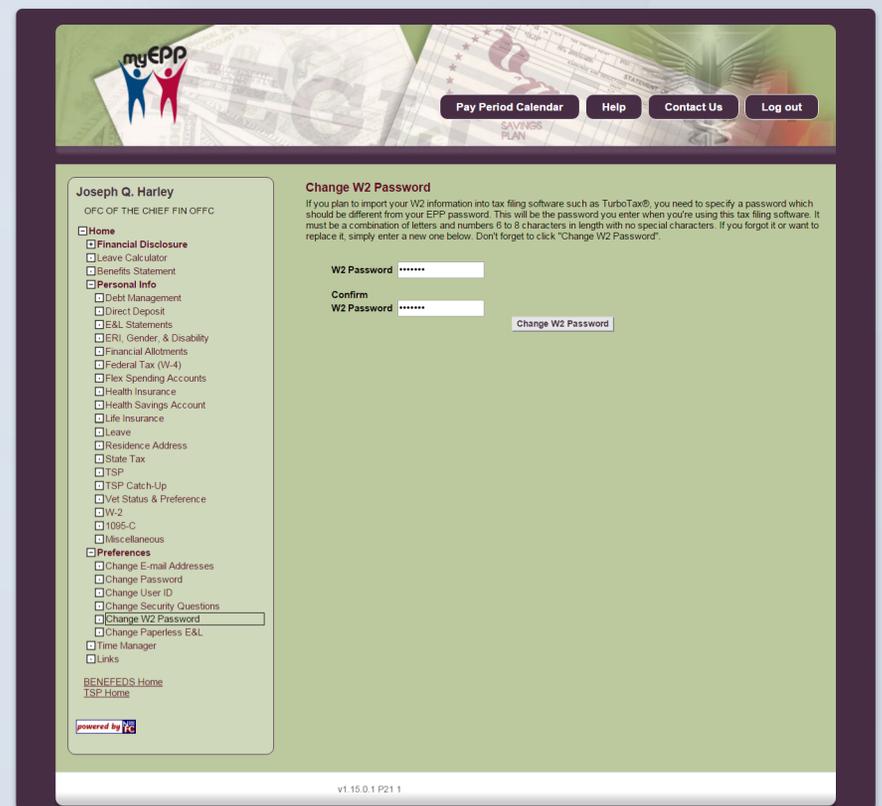
If you have never setup a password for your W-2, you will need to establish one. You **cannot** use your MyEPP password to import your W-2 into any tax software.



Log into MyEPP from any device and access the *Change W2 Password* section under *Preferences*.

* * *

Under the *Change W2 Password* section, create a six to eight character password. This password will only be used when importing your W-2 into the tax software of your choice.



Step Two

Both Turbo Tax and H&R Block software will walk you through the process of importing your W-2 from MyEPP. You will be asked for your Employer's ID Number which can be found on your W-2, your W-2 password you setup in step one, and your social security number. If you have forgotten or have not setup your W-2 password, you can reset it yourself by going to the *Change W2 Password* section under *Preferences* in MyEPP.

“

It's important to note, that in H&R Block's software, you will need to add the dashes between the numbers of your social security number otherwise you will receive an error. For example, 123-45-6789. Turbo Tax will automatically fill in the dashes for you.

”

