## 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.

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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.

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Joseph Q. Harley OFC OF THE CHEF FIN OFFC  If one  Financial Disclosure Leave Calculator Benefits Statement Direct Deposit E&A Statements FRI, Gender, & Disability Financial Altotments Federal Tax (W-4) Fiers Spending Accounts Heath Insurance Heath Savings Account Lide Insurance Leave Residence Address State Tax TSP TSP Catch-Up VW2 1005-C Macelaneous Preferences Change Famil Addresses Change Papertess E&L Time Manager Littes	Change W2 Password         Hyou plan to import your W2 information into tax filing software such as Turbo Tax®, you need to specify a password which must be a continuation of letters and numbers 8 to 8 characters in length with no specific characters. If you toppot it or want to replace it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate. The simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a simple time rate were one before. Don't integrate it, a sintegrate it, a simple time rate were one before
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## 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.



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## Let's Start With a Bit of Info from Your W-2

Employer Identification Number (EIN)

Enter the Employer Identification Number (EIN), which is usually in box b on your W-2. Explain This

Don't have the EIN? Just select Continue, and you can start filling in the rest of your W-2.