



## Automatically Import Your Form W-2 Information Using TurboTax

TurboTax is a self-service tax filing program integrated into UKG. It's easy to import your W-2 with a few clicks and file your taxes for a fee.

- All TurboTax questions will need to go directly through TurboTax at 1-800-446-8848
- As a reminder the UKG company access code is onehcm.
- For assistance accessing your W-2, contact the We Are One team at 315-356-1800 or email [weareone@onenterprises.com](mailto:weareone@onenterprises.com)
- If you have questions regarding information on your W-2, please call Payroll at 315-829-8930 or email [payroll@onenterprises.com](mailto:payroll@onenterprises.com)

### Access TurboTax from Your Form W-2 in UKG Pro:

**NAVIGATION:** Menu > Myself > Pay > W-2

1. From the Form W-2 Wage and Tax Statement page, select the appropriate year.

Form W-2 Wage and Tax Statement

print help

**Information**

- Per your election, you will receive a paper copy of U.S. Form W-2.
- If you do not consent to receive your Forms W-2 electronically, you will receive a paper Form W-2. Consent applies to all Forms W-2 and W-2C issued after consent is given and will remain until consent is withdrawn by changing your election. To obtain a paper copy you may change your election at any time; however changes will not take effect for forms already issued. You can withdraw consent to online delivery at any time by changing your selection.
- The provision of an employee's Form W-2 by electronic format may or may not cease upon cessation of individual's employment. Contact your employer for details.
- Please contact your manager if you have any questions about your options receiving a Form W-2.

Find by Tax Year is Search

Year	Form	Company
20XX	W-2	UEL Corporate
20XX	W-2	UEL Corporate

2. From your W-2 page, select the TurboTax link.

W-2

print help

Click here to go to Turbo Tax to import your W-2 information and file your tax return.


Form W-2 Wage & Tax Statement 20XX  
Copy B - To Be Filed With Employee's FEDERAL Tax Return.  
This information is being furnished to the Internal Revenue Service.  
Department of the Treasury - Internal Revenue Service OMB No. 1545-0008

Employee's social security number	1 Wages, tips, other compensation	2 Federal income tax withheld
-----------------------------------	-----------------------------------	-------------------------------

As another option, if you have a printed copy of your W-2, you can scan the QR Code at the top of the printed copy with your mobile device to access TurboTax. If you're not sure how to scan a QR Code on your Android or Apple mobile device, you can search for instructions online.

Mrs. Jeri Edwards Abella - 400100018 - Ultimate Enterprises Ltd  
W-2

Scan QR code to go to TurboTax and import your W-2 information and file your return. Or by typing this into your browser:  
<https://turbotax.intuit.com/affiliate/ultipaper>



**Form W-2 Wage & Tax Statement 20XX**  
**Copy B - To Be Filed With Employee's FEDERAL Tax Return.**  
This information is being furnished to the Internal Revenue Service.  
Department of the Treasury - Internal Revenue Service OMB No. 1545-0008

a Employee's social security number	1 Wages, tips, other compensation	2 Federal income tax withheld
-------------------------------------	-----------------------------------	-------------------------------

### **Import Your W-2 After Opening TurboTax:**

After you open TurboTax from UKG Pro, you can easily automatically import the information from your W-2.

To verify your identity, you will be prompted for the following information from your Form W-2:

- Legal Name
- Employer's Identification Number (EIN) from Box B of Form W-2
- Social Security Number from Box A of Form W-2

### **Additional Resources:**

**All TurboTax questions will need to go directly through TurboTax at 1-800-446-8848**

Additional resources are available from the Intuit Support website to assist with the import process in TurboTax:

- For detailed instructions on importing your W-2 information, refer to:  
[How Do I Import or Enter my W-2.](#)
- For a video demonstration on importing your W-2 information, refer to:  
[How Do I Import my W-2 Tax Support Video.](#)
- For information on taking a picture of your W-2 in the TurboTax mobile app, refer to:  
[How Do I Take a Picture of my W-2 in the Mobile App.](#)