



# 2022 W-2 Information

Trion

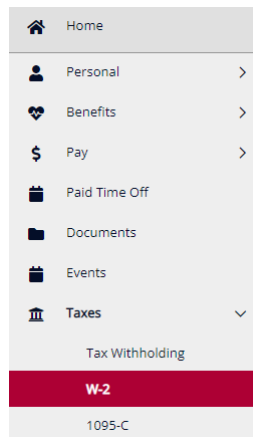
## Printed W-2 Forms

Printed W-2 forms will be mailed via the United States Postal Service to the resident address listed within the Employee Portal and will be postmarked on or before January 31, 2023, per IRS requirements. If you have not received your hard copy in the mail by Tuesday, February 14, 2023, please contact the Payroll Department via email at [payrollsupport@driveline.com](mailto:payrollsupport@driveline.com).

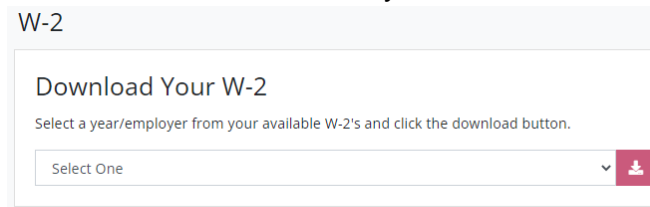
## Accessing Your W-2 in the Trion Employee Portal

As a convenience to employees, W-2s will also be available electronically through the Employee Portal as processing allows and at Trion's discretion. To access your W-2 online:

1. Navigate to the Employee Portal at <https://payontime.trionworks.com>.
  - a. If you have not setup login credentials, please review the Trion Creating an Employee User Login instructions on the Forms Depot.
2. From the left-hand menu, select Taxes → W-2.



3. The following will appear. Click on the down arrow to select the year, and then select the red arrow to view and/or save your W-2.



4. If your address is incorrect, please follow the directions to update it located on the Forms Depot in your Driveline Employee Portal – Employee Information Change.
5. If you do not have access to your Trion employee portal, please contact Trion's Customer Service team for assistance at [customerservice@trionworks.com](mailto:customerservice@trionworks.com) or (248) 498 - 8517.