



# 2024 W-2 Information

Trion

## Printed W-2 Forms

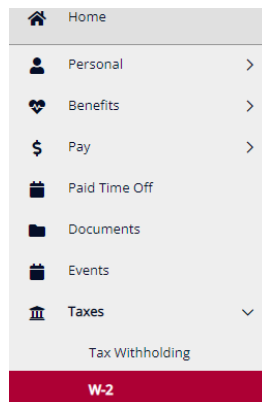
Printed W-2 forms will be mailed via the United States Postal Service to the resident address listed within your Trion Employee Portal and will be postmarked on or before January 31, 2025, per IRS requirements. If you have not received your hard copy in the mail by Tuesday, February 14, 2025, please contact the Payroll Department via email at [payrollsupport@driveline-retail.com](mailto:payrollsupport@driveline-retail.com).

To learn more about your 2023 W-2, please watch [this video](#)!

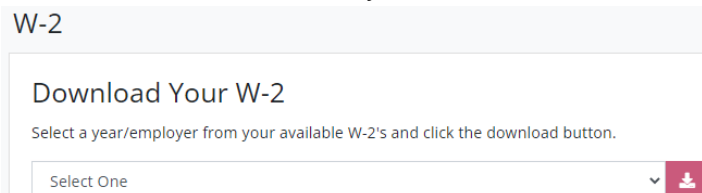
## Accessing Your W-2 in the Trion Employee Portal

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.



## Accessing Prior W-2's

Please check your Trion Employee Portal for additional W-2s. If it is not available on the portal, you must request the information directly through the IRS.

To request a wage and income transcript, containing the Federal tax information that was reported to the Social Security Administration, visit the [Get Your Tax Record](#) page on the IRS website. Please refer to [Transcript Types and Ways to Order Them](#) and [About Tax Transcripts](#) for more information.

You may also use a Form 4506-T, [Request for Transcript of Tax Return](#) by checking the box for Form W-2, then specifying which tax year(s) you need, and mailing or faxing the completed form. Most requests are processed within 10 business days from the date the IRS received the request.

Please note that the IRS may be able to provide wage and income transcript information for up to 10 years. However, the current processing tax year information may not be complete until the earnings are reported. This transcript does not include any state or local tax information reported to SSA on Form W-2. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at (800) 772 – 1213.

## Questions?

If you need additional assistance, please contact the Payroll Department at [payrollsupport@drivlineretail.com](mailto:payrollsupport@drivlineretail.com).