

# How to receive a paper copy of your W2

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- Access to the W2 via [Atlas](#) is limited to active students and employees.
- Access to Paystubs via [Atlas](#) is limited to active students and employees.
  - Students who are not currently active (including recent graduates) will not be able to access the electronic W2 or paystub.
  - Former employees and retirees will be unable to access the electronic W2 or paystub.
- At the end of January, the Payroll Office sends paper copies of the W2 to all former students and employees. The W2 is sent to the Home address.
- **To request a replacement copy of your W2**, follow these instructions:  
<https://vpf.mit.edu/understand-paystubs-w-2-and-other-tax-forms>