



Signing up for an electronic W-2 from ADP



You may have accessed your W-2 electronically as an active team member using your AA ID and password, but you'll no longer be able to do that after leaving American.

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If you'd like to continue to quickly and easily access your W-2 electronically, you must register for an ADP account with your personal contact information and email address before you leave.

Don't want to receive a paper W-2 in the mail? You can update your preferences anytime with ADP and go paperless. If you select this option after Dec. 29, you may still receive a paper W-2 in the mail for that calendar year. Remember, once you elect to go paperless, you will no longer receive a paper W-2 in the mail unless you change your election on the ADP website. Your three most recent W-2 forms are available online.

Follow these steps to create an account:

1. Visit my.adp.com.
2. Click Get Started. Note: There may be a slight delay before the screen prompts you for Step 3.

3. Choose I Have a Registration Code. Then enter amairlines-w2 (**NOTE: You must manually enter the Registration Code to proceed. Copying/pasting will result in an error message.**)
4. Click Continue to set up an account and receive your W-2 electronically.
5. Complete the fields to set up your account with ADP. You'll need to know the following information:
 - Control number – Employee ID: Your six-digit AA ID (if your AA ID is less than six digits, please use leading zeros)
 - Control number – Company code: V05 (that's the letter V, number zero, number five)
 - SSA Number: Your Social Security number

If you choose to go paperless after Dec. 29, you may still receive a paper W-2 in the mail. Need to update your address? Address changes can be submitted via the [Update my information page](#).

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