

Why Wait for Your W-2?



Get your W-2 form two weeks early!

Don't waste time at the mailbox waiting for your W-2 form! The IRS has approved the delivery of your original W-2 form online...but **you must give us your consent** in order to take advantage of this service. By registering for this option, you'll get access to your W-2 form nearly two weeks ahead of the traditional U.S. mail delivery!

Please be assured that the site used to obtain your consent is an "https:" site utilizing secure socket layer (SSL) technology provided the highest level of Internet Security.

How do you sign up to receive your W-2 online?

Simply go to www.w2express.com and follow the instructions below (the website also provides instructions once you login). If you prefer to register by phone or have any questions, please call 877-325-9239.

If you registered for the 2005 or 2006 W-2, then you are already registered to receive the 2007 W-2, unless you otherwise withdraw the consent.

Function	Instructions	Examples/Notes
W-2 eXpress Login	Enter 12312 in Employer Name or Code and click GO .	
Employee Login (First Time Users)	Enter 9-digit SSN and 8-digit PIN (your PIN is your date of birth in the format mmddyyyy). Click Continue .	SSN: 123456789 PIN: 08121977
Change PIN (New Users)	Enter old PIN (date of birth), enter new PIN , re-enter new PIN and click Submit , then click Continue on display of confirmation message.	New PIN must be 4-8 digits (i.e., 1234).
PIN Reset Feature (Option for Existing Users)	Enter old PIN , enter new PIN , re-enter new PIN and click Submit , then click Continue on display of confirmation message.	New PIN must be 4-8 digits (i.e., 1234).
Consent for Online Delivery	Click Consent for Online Delivery .	
W-2 Consent Disclosure	Read disclosure and click Test Now . Once Test W-2 appears, close Adobe window to continue. Click one of the following links under the Test Now button: <ul style="list-style-type: none">I saw the test W-2, read all the important information above, and I want to receive my original W-2 Statement online.I did not see the test document.	You must have Adobe Acrobat installed on your computer. If it is not installed, go to www.adobe.com for free software download.
Specify Email Address, Mailing Address, and Phone Number	<ol style="list-style-type: none">Chose primary and secondary email address (if applicable).Scroll down and select Primary Mailing Address. Specify day or evening phone by selecting appropriate button.Scroll down and click add or change phone number.Review information and click Save.	Phone number must be in the format 9999999999 (no dashes) (i.e., 7812518765).
Review Consent Information	Review your information and click the Continue button to complete your consent for online W-2 delivery. Click Logout .	An email confirmation will be sent to you.

An Online W-2 Consent Receipt will appear indicating you have completed the consent process. Print this form for your records. Immediately after you complete the consent/registration process you will receive a confirmation email from ClientService@w2eXpress.com at the Primary E-mail address you listed on the consent form. Any subsequent changes made by you to your personnel information will result in an email confirmation from pim_confirmation@noreply.talx.com.

When will your W-2 be available?

Your original W-2 will be posted on a secure website in the middle of January, approximately two weeks earlier than you would normally receive it in your mailbox. You will receive notification by email when your W-2 is available, along with instructions for retrieval. Electronically furnished W-2s may be downloaded throughout the balance of the tax year.

You can consent to receive your 2007 W-2 online at any time through the first week of January 2008. However, any election made after that will be regarded as consent for the next tax year. Withdrawal of your consent can be performed at any time.

Note: With this option, you will not receive a paper copy of your W-2 in the mail.

Sign up today!