



### Important Change to the Year End W2 Process

This year you will be able to receive your W-2 electronically, download W-2 data to third party tax filing software, and request a copy of your W-2 tax statement. You will be able to do all of this via W-2eXpress.

If you don't make an election, your original W2 statement will be mailed to your home by January 31, 2012 as it has been in the past. (Please allow at least seven days for U.S. Mail Delivery).

**Consent to receive your 2011 w-2 electronically must be received by midnight CST 01/15/2012. Elections made on or after 01/16/2012 at 12:01 AM CST will be regarded as consent for the next tax year since the consent window will be closed for the current year. Withdrawal of your consent can be done at any time.**

Don't waste time at the mailbox waiting for your W-2 to be delivered. Get it now! Just go on the Web and register to receive your W-2 online. It's that simple! The IRS has approved the delivery of your W-2 statement online with your consent. You will receive notification when your W-2 is available, along with instructions for retrieval. All e-mails from W-2eXpress have a subject line that will read, "**IMPORTANT TAX DOCUMENT**".

**\*\*Please make sure that W-2 eXpress is added to your safe senders list to ensure receipt of your notification e-mail\*\***

### Logging into Your W-2 eXpress Account

#### Accessing Your Account

##### **Login through web address below**

To login to your W-2 eXpress account via [www.w2express.com](http://www.w2express.com)

- Enter your company code: **10751**
- Click "Go"
- Enter your ID (your SS#) followed by your PIN (your zip code)
- Click "Continue"

You have now successfully logged into the W-2 eXpress.

**If you have never logged into any TALX systems before, you will need to go through a one-time security enrollment to access your account. Please see below.**

### Getting an Original W-2 and Consenting

#### Getting Started

##### **Main Menu**

<p><b>Note: If you want to continue to receive your W-2 by mail you will not have to do anything, the W-2 will be mailed to your address on file.</b></p>
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Once you have reached the main menu, you are able to select the action you want to take by either clicking a link in the navigation bar on the left-hand side of the screen or by clicking a link located directly on the Main Menu page.

## Consenting for Online Delivery

**Note: In order to download and print your W-2, IRS regulations require your consent for online delivery.**

You must consent or “opt-in” to receive your initial W-2 online. To do so click the “Consent for Online Delivery” link located on the Main Menu page. **Consent may allow you to file your tax return before February 1<sup>st</sup>.**

Once you have clicked the link you will see the W-2 Consent Disclosure page. Click “Test Now” to make sure you can view your W-2 form from your computer. If your test is successful you will see a PDF of a Demo W-2.

Two additional links will appear at the bottom of the W-2 Consent Disclosure page. If your test was successful, click the first link.

You must fill out the Online Access Form to submit your enrollment for online W-2 Statement delivery.

Please provide your:

- Primary (and secondary, if applicable) e-mail address
- Mailing address
- Daytime/evening phone number

Click “Save” at the bottom of the page when you have finished.

The Online Access Consent page now appears. By clicking “Continue,” you consent to having your W-2 delivered to you electronically.

Once you have consented you will see your receipt. Click “Continue” to return to the Main Menu.

### Consenting for Online Delivery - Continue

Note:

If you do not consent for the Online Delivery of your W-2, your W-2 will be printed and mailed to your address on file by January 31, 2012. Please allow at least seven days for U.S. Mail delivery.

**Consent to receive your 2011 w-2 electronically must be received by midnight CST 01/15/2012. Elections made on or after 01/16/2012 at 12:01 AM CST will be regarded as consent for the next tax year since the consent window will be closed for the current year. Withdrawal of your consent can be done at any time.**

**Note:**

**With this option, you will not receive a paper copy of your original W2 in the mail.**

**Sign up begins 12/22/11. Don't miss it!**

### Getting an Original W2

To view or print your online W-2 click the link located on the Main Menu page that reads “Get Your 2011 W-2 Now.”

After you have clicked the link, the Receipt page will appear. Click the link that reads “View & Print Your W-2” to retrieve your copy.

Your W-2 will appear in PDF form through Adobe Acrobat at which time you can print it.

### **Requesting a W-2 Reprint**

To request a reprint of your W-2, click the link that reads “W-2 Reprint” located under “W-2 Features”.

Select your delivery option and price on the page that reads “Order a Copy of Your W-2” by clicking on the down arrow. Once you have made your selection, Click “Continue”

Review your order, which is listed at the top of the screen, and confirm your order by clicking the “Test Now” button. If your test is successful, click the top link that now appears at the bottom of your screen.

The receipt page shows your order information. Click “View & Print your W-2” to retrieve your printable copy.

### **Requesting a W-2 Reprint - Continue**

You may choose to have your duplicate W-2 faxed, mailed to your home address or another address, or print it from the Web.

Note:

There is a fee for reissue W2 statements

- \* First reissue for the Current Tax Year – No Charge
- \* Subsequent reissues (second, third, etc) for the Current Tax Year - \$12 each
- \* All reissues for the Current Tax year for those who consent to an electronic W2 – No Charge
- \* Prior year W2 reissues for all employees - \$18 each

### **Frequently Asked Questions**

1. **Can I use W-2 eXpress with tax software or tax preparers?**
  - A. **Yes! W-2 eXpress works with all the leading preparation services: Turbo Tax®, Jackson Hewitt®, CompleteTax®, Liberty Tax Service®, ezTaxReturn.com, and TaxAct.**
2. **How do I request a duplicate W-2 Statement?**
  - A. **Go to [www.w2express.com](http://www.w2express.com)**
3. **For which tax year(s) can I obtain a duplicate W-2 Statement?**
  - A. **You will be able to obtain the most recent tax year**
  - B. **After the initial year W-2eXpress will maintain up to three prior years.**
4. **What if I need my W-2 sent to an alternate address?**
  - A. **Go online**
  - B. **Select “Mail” as your delivery option**
  - C. **Change your address**
5. **Can I check the status of a request for a duplicate W-2 Statement**

- A. Yes! You are given a confirmation number to check the status of your request.**

### **Managing Your Account Information**

#### **How to Manage and Update Your Account Information**

Once you have logged into your W-2 account, you can manage/update your account information by completing the following steps:

1. Click “My Account”
2. Select the “Change”
3. Update your Information.
4. Click “Continue”

**Note:**

To update different sections of your account information click the “Change” link associated with that section and complete steps 3 and 4.

When you have completed your updates, you may return to the home page of your account by clicking the Main Menu link in the left navigation bar.

**If you need any assistance please contact**

**The Work Number Customer Support**

**1-800-367-2884**

**Or**

**W2 eXpress Customer Support**

**1-877-325-9239**

**Thank you for your anticipated participation**

## **W2 EXPRESS ELECTRONIC FORM W-2 FAQ**

**CoWorx is pleased to announce that electronic form w-2 will be available to all field employees for the tax year 2011!**

This information will be communicated to employees beginning Thursday December 22<sup>nd</sup>!

Please review the frequently asked questions below so that you may assist with general inquiries from field employees.

**PLEASE NOTE ALL CALLS SHOULD BE DIRECTED TO W2 EXPRESS!!**

**The Work Number Customer Support  
1-800-367-2884  
Or  
W2 eXpress Customer Support  
1-877-325-9239**

**Q: How can I obtain my 2011 W2 electronically?**

**A: You must “opt in” to receive an electronic W2. Please visit [www.w2express.com](http://www.w2express.com)  
\*\*YOU MUST “OPT IN” BY MIDNIGHT CST 01/15/2012**

**Q: What information do I need to register?**

**A: You will need the following:**  
**Company code 10751**  
**ID- Social security #**  
**Pin- Zip code**

**Detailed instructions are available at [www.coworx.net](http://www.coworx.net) and [www.axcess.net](http://www.axcess.net)**

**Q: What is the benefit of opting in to receive my W2 electronically?**

**A: By electing to receive your W2 electronically, you will have access to your W2 sooner than if you wait to receive it by mail plus, you can download it as many times as you want for the current tax year.**

**Q: When will my W-2 be available?**

**A: Electronic W2s will be available on 01/23/2012.**

**Employees will receive e-mail notification when their W-2 is available, along with instructions for retrieval.\***

**\*All e-mails from W-2 eXpress have a subject line that reads, “IMPORTANT TAX DOCUMENT.”**

**CODIGO DE COMPANIA = 10751**  
**IDENTIFICADOR = NUMERO SOCIAL**  
**PIN # = CODIGO POSTAL**

Recibe su W-2 rápido!  
**¡ENSCRIBE HOY!**

**¿Por qué esperar para el correo?** Inscribe para recibir su W-2 electrónicamente

**Recibe más rápido!** Obtiene acceso para imprimir antes de llegar en correo

**Nunca perderás su W-2:**

Descargue una copia tantas veces como usted desea, siempre, dondequiera más seguro. **Download a copy as many times as you want, anytime, anywhere**

**¡MAS SEGURO!** Ningún documento importante del impuesto que son enviados a través del correo

**¿Cuándo estará el W-2 estará disponible?** El formulario W-2 electrónico será accesible en una página segura de Internet, bien antes de que usted lo recibiera normalmente en su correo. Usted será notificado a través de su correo electrónico cuando su formulario W-2 este disponible junto con instrucciones de como obtener una copia del mismo.\*

\*Todas las notificaciones electrónicas de w-2 expreso tendrán una línea sujeta que lea el "DOCUMENTO IMPORTANTE del IMPUESTO".

Descargar una copia tantas veces como desee, en cualquier momento y en cualquier lugar

Por favor, asegúrese "W-2 eXpress" este añadido a su lista de remitentes seguros para garantizar la recepción de su notificación por correo electrónico.

Échale un vistazo en línea:

[www.theworknumber.com](http://www.theworknumber.com) or [www.w2express.com](http://www.w2express.com)

Compruébelo en línea:

[www.theworknumber.com](http://www.theworknumber.com) o [www.w2express.com](http://www.w2express.com)

## How To Complete Risk-Based Authentication - Enhanced Security Enrollment

If you have not previously enrolled for Risk Based Authentication you will need to enroll before you can use the service. Complete the following steps to enroll:

- 1 Enter your Username.
- 2 Click 'Continue.'
- 3 Enter your PIN/Password.
- 4 Click 'Login.'
- 5 Click 'Enroll Now.'
- 6 Select whether you want us to remember your computer.
- 7 Click 'Continue.'
- 8 Use the arrows to select a Personal Security Image.
- 9 Click 'Continue.'
- 10 Select and answer your 6 personal questions.
- 11 Click 'Continue.'
- 12 Verify or update your phone numbers and click 'Continue.'
- 13 Review your security questions and click 'Complete.'

You have successfully enrolled in Risk Based Authentication. Click Continue to go to the Main Menu of your account.

