



Dear Associate:

We are pleased to announce ADP W-2 Services, a new benefit for all associates. Through ADP, our W-2 provider, we are able to offer you access to your W-2 forms 24 hours per day, 7 days a week.

Upon registration, you will be able to access your W-2 statement.

How to Register on ADP W-2 Services

- 1. Go to <https://w2.adp.com>.**
- 2. Click on “First Time Visitor? – Register Now”.**
- 3. Enter the Self Service Registration Pass Code which is: (PLS2-W2)**
- 4. Select W-2 Services as the self-service Product.**
- 5. The following information is required:**
 - **Tax Year**
 - **EMPNO # Located top left hand corner of your payroll check (6 Digit code)**
 - **Enter the Company Code which is: (VHW)**
 - **Full Social Security Number**
 - **Employee Zip Code**

You will be prompted to complete a registration process during which you will select a unique password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. Additionally, you will be assigned a system generated User ID. Once you have completed the registration process, you should “Bookmark” or “Add to your Favorites” the new URL, <https://w2.adp.com>. To report address changes, W-2 errors, duplicate W-2's please have employees call 800-422-9410.

We hope you will enjoy this new feature. We appreciate the opportunity to provide you with this exciting new way of viewing your year end information.

**Sincerely yours,
Payroll Department**

How to Order a Copy of Your W-2 Statement

with ADP's Easy-to-Use
Interactive Voice Response System



FOLLOW THESE 6 EASY STEPS AND A COPY OF YOUR W-2 STATEMENT WILL SOON BE ON ITS WAY:

- 1 Dial 1-800-422-9410.
- 2 Press 1 for English or 2 for Spanish.
- 3 Input your Social Security Number.
- 4 Choose from the following list of options:
 - a. Press 1 to order a copy of your W-2, by year.
 - b. Press 2 to review your current or previous orders.
 - c. Press 3 to report W-2 errors to your company's payroll department.
 - d. Press 9 to complete your order and exit the system.
- 5 Verify the mailing address and make any necessary updates.
- 6 Select to have the W-2 sent via U.S. Mail (no charge), or via overnight service for a fee of \$25.00. Once you complete the order, you will receive a confirmation number for tracking purposes.