

## W-2's are now available on line for tax year 2011

We are pleased to announce that your W-2's for 2011 are now available on line. 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. Your hard copy will be mailed later this week to your home address.

If you used this on line system last year, you can just login and to the system to retrieve your W-2 information. If you are a first time user, you will need to register. 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 "Register Now".
3. Enter the **Registration Pass Code** which is: **1Cougar-W2**
4. Enter your Name, Full Social Security Number, and Birth Date.
5. Select **W-2 Services** as the Service.
6. The following information is required:
  - Employee ID # (You must put in your full Cougar ID with all of the zeros)
  - Company Code from Box D (**VJC**)
  - Employee Zip Code
  - Tax Year

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>.**

Sincerely yours,

The Payroll Department