

# NOW IS THE TIME TO SIGN UP FOR ELECTRONIC W-2!

## ***Sign up today to receive your W-2 electronically in 2009.***

- ✘ No need to remember to update your address if you move!
- ✘ Students: be sure to receive your W-2, no matter where you live next semester!
- ✘ No risk of your W-2 being stolen or lost in the mail!
- ✘ You will get your W-2 faster and safer!

### **How do I sign up?**

- Simply go to [www.w2express.com](http://www.w2express.com)
- Log in by entering:
  - USC employer code: **11496**
  - Your Social Security Number (no dashes or spaces)
  - Your PIN (last four digits of your social security number plus the 4 digits of your birth year, no dashes or spaces)
- Select "sign-up for online delivery of your original W-2"
- Select to receive your original W-2 via the web
- Read the disclosure and **complete the consent form**
- Provide a primary and secondary email address, a mailing address, and home and work phone numbers.
- You will receive a confirmation email. Save this confirmation for your records.

### **If I sign up, how will I get my W-2?**

- You will receive an email in January, 2009, to notify you when your W-2 is ready. The email will include specific instructions for accessing your W-2.
- Log into the web site, [www.w2express.com](http://www.w2express.com), and access it on-line from any computer, anywhere in the world. You can print the W-2 on your local printer, or download it into tax preparation software.
- You will not be sent a paper W-2.

### **Do I need to sign up for electronic W-2 delivery each year?**

*No.* Once you sign up for electronic W-2s, you will continue to receive your W-2 electronically each year until you cancel the instructions. *If you signed received your W-2 electronically last year, you do not need to sign up again. **HOWEVER, you should sign into W-2express to ensure your email is correct.***

### **I expect to also receive a 1042-S form (some non-resident aliens only). Will my 1042-S form be sent electronically?**

*No.* Unfortunately, at this time USC is not able to offer electronic 1042-S form. Therefore be sure your address *in the payroll system* is accurate. See your Home Department Coordinator or Financial Aid coordinator for assistance.

### **I signed up for this in the past, but I do not remember my PIN. What do I do?**

Access [www.W-2express.com](http://www.W-2express.com), and enter USC's code 11496. When prompted for your SSN and PIN, you will see a "forgot PIN?" option to the right. Select this. A box will open and ask you for your "User ID". Enter your Social Security Number again in this field. W2express will reset your PIN and send you an email.