

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

Sign up today to receive your W-2 electronically in 2008.

- ✘ 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
- 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.

New Hires and Rehires: If you are a new hire or rehire to USC, you must wait until after you have received your first pay check to enroll in this service.

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

- You will receive an email in January, 2008, 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, 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.

I received my W-2 electronically last year. Do I need to sign up again?

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.

What If I Forget My PIN?

- Access www.w2express.com
- Select "Forgot PIN?"
- Where prompted for USER ID, enter your Social Security number
- Your new password will be sent to the email address you select.
- If you still encounter a problem, please contact University Payroll Services at payroll@usc.edu, and we will reset your PIN back to the default, last four digits of your social security number plus the 4 digits of your birth year, no dashes or spaces.

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 forms. Be sure your address *in the payroll system* is accurate. See your Home Department Coordinator or Financial Aid coordinator for assistance.

University of Southern California

USC

Get online access to your 2007 W-2 Wage & Tax Statement

Don't miss out on a wonderful USC benefit! Sign up online by 12-31-2007

Get your W-2 earlier than you would on paper

Download your data directly to your favorite tax preparation software!

www.w2express.com



Employer Code: 11496



Pin: Last 4 digits of Social Security # and 4 digit year of birth

For Example: SS# xxx-xx-1234 and birth date 1/1/1970, the PIN is 12341970

Questions or Concerns? Contact Payroll 213-740-8855 or payroll@usc.edu