



**OFFICE OF THE
COUNTY AUDITOR-CONTROLLER**

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To All County Employees:

The Office of the Auditor-Controller provides County employees with online, electronic access to their W-2 forms. This free program is available to all employees and provides many benefits.

Like the traditional paper W-2s which are normally mailed to you, the electronic W-2s containing your year-end information are processed after the end of the calendar year, and are ready for distribution no later than February 2, 2009.

Unless you affirmatively consent to access your W-2 electronically, you will continue to receive your W-2 in paper format via U.S. Mail. If you previously enrolled and consented to receive your W-2 electronically, you don't need to do anything further to continue accessing your W-2 information electronically. Whether you decide to take advantage of the benefits the electronic W-2 service offers, or choose to continue receiving your W-2 by U.S. Mail, it is important that you keep your current address updated with your Department Payroll Representative.

The free e-W-2 service, provided through a partnership with ADP, provides the following benefits:

- Access 24-hours per day, seven days a week;
- Continued electronic access for 4 years, beginning with 2005 (allows on demand access should you lose or misplace your W-2 form initially obtained online);
- Avoids potential for W-2 forms to be lost or delayed by traditional mailing;
- Faster tax preparation by reducing manual data entry when importing W-2 information into specific tax preparation products (such as Turbo Tax), or utilization of professional tax preparers who are participating partners; and
- Facilitation of electronic filing that enables you to get your tax refund faster.

The attached Quick & Easy Guide provides you with easy-to-follow instructions for registration and access to the electronic W-2 service. These instructions are also available on the Auditor-Controller's website at <http://www.auditorcontroller.org>.