

## Online W-2 Signup Safe, Fast and Easy

It's almost that time of year again for W-2's to be sent out. Why wait for the document to arrive or hope that the correct address was given? With W-2 access online, you can conveniently and easily create a secure account to have your W-2 file transferred into. To sign up, simply have an email address ready and go to [www.w2copy.com](http://www.w2copy.com).

If you would like to take advantage of this great service, you must sign up before 12/31/2010. If you have any questions or concerns please contact our office.



### Account Setup:

- Click on E-W2 Signup icon
- Enter Company Code: IS2015
- Create Username and Password
- Check the box for tax year 2010
- Enter SSN (numbers only)
- If you have additional employers who use this service, ask for their company code
- Enter your name as it appears on your payroll check or stub exactly
- Enter your email address
- Check the first box (receive E-W2)
- Submit, then log into your email and click the link provided to verify the account

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