

# Fast, Easy, Safe & Secure Electronic W-2 Delivery

Spherion is offering an approved IRS service that will provide your 2007 W-2 online to current and former U.S.-paid employees. If you opt for electronic delivery, you will be able to access your statement before it would normally reach your mailbox. For the 2006 tax year, electronic W-2s were provided up to two weeks before mailed statements. That could give you a two-week head start on getting your refund!

## Facts to consider in deciding to consent for electronic delivery of your W-2 statement:

- **Participation is optional.** Signing up for electronic delivery of your W-2 is accomplished by providing your consent to receive your W-2 statement electronically. If you do not sign up for electronic delivery of your W-2, a mailed W-2 statement will be sent no later than January 31<sup>st</sup> to your home address on file as of December 28, 2007. (Note: You should allow up to 5 business days for postal delivery.) If you have signed up previously and not withdrawn your consent to receive the W-2 electronically, you do not need to sign up again.
- **There is no cost to you to sign up.** Actually, electronic delivery of your W-2 could save you money. Your first W-2 and your first reprint, received either electronically or via mail, are provided free of charge, but if you need to request more reprints by regular mail, there is a \$10.00 charge for each statement reissued after the first re-issue of a current year (2007) form. Additionally, there is a \$12.00 charge for the re-issue of a W-2 form for prior years. (Note: Associates of Todays Staffing who are paid weekly are not able to participate in electronic delivery of their 2007 W-2 but are not subject to charges for reissue of duplicate W-2s for current or prior years.)
- **Electronic delivery is quicker too!** Once the electronic W-2 statement has been posted in early January, it can be reprinted as often as needed at no cost to you. For employees who receive their W-2 statement via regular mail, re-issued statements are not typically available until early February.
- **Your electronic W-2 is safe and secure.** In order to provide you with the safest and most efficient delivery of your electronic W-2, Spherion has joined with the industry leader to provide safe access to your electronic W-2 in a secure Website for the current year and prior years. Access to your electronic W-2 is available upon user validation of your Social Security Number and a Personal Identification Number selected by you after your initial login (procedures described herein).

**Signing up for electronic delivery is easy, even if you've never used epayroll before!**

Go to [www.w2express.com](http://www.w2express.com)

Enter company name or employer code:

- 10480 for Spherion (including: Mergis and Todays Staffing associates paid biweekly)
- 10997 for Norrell
- 10998 for Bossler-Hix



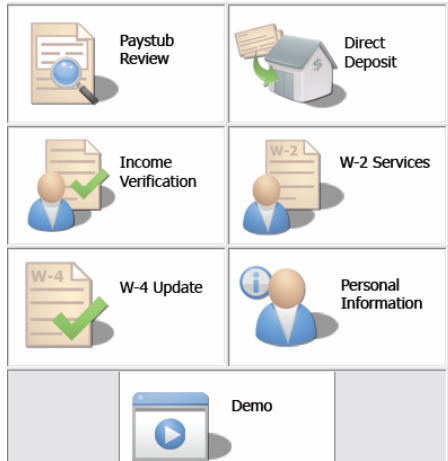
Click "Go"

Enter Company Code and click "continue"

A screenshot of the ePayroll web site login page. The page has a blue header with the text "Welcome to Your ePayroll Web Site" and "powered by TALX". Below the header is a form with a "Company Code:" label, a text input field, and a "CONTINUE >>>" button. To the right of the input field is a link "Add to Favorites". A text box on the right side of the form contains the instruction: "To begin, enter your Company Code ... then click 'Continue'."

Enter your Social Security Number (*without dashes*) and your PIN. (If you are *NEW* to W-2eXpress, enter the last four digits of your Social Security Number). If you are asked to set up a new PIN, the screens will direct you through the easy process. The system will prompt you to change your PIN the first time you login. *Please record your PIN in a safe and easily accessible place for future use.*

Select “W-2 Services” and then “Consent for Online Delivery”



Read W-2 Consent Disclosure

Click on the “*Test Now*” button. A successful test will display: “**Congratulations Test Complete. You may now close this window.**”

Once you see the Test W-2, close the window and select “I saw the Test W-2, read all of the important information...” *Note: If you are unable to view the test W-2, select “I did not see the test document” and follow the instructions provided.*

Complete the W-2 Statement Online Access Form by providing:

- First Name
- Last Name
- Primary email address
- Secondary email address
- Mailing address
- Daytime phone number
- Evening phone number

Click SAVE

Review your information and confirm that no changes are required.

Click “*Continue*”

A Confirmation Receipt may be printed for your personal records. You will also receive a confirmation email when you enroll for online delivery as well as confirmations of any changes you make to your contact information.

Click “Continue” to return to the W-2 home page.

## Frequently Asked Questions

### When will your W-2 be available?

Your 2007 W-2 will be posted on the secure W-2 Express Website on approximately January 12, 2008, well before you would normally receive the form in your mailbox. (The tentative mailing date for 2007 W-2 statements is the week of January 21, 2008.) You will receive notification via email when your online W-2 is available, along with instructions on how to access it.

### Will I still receive of copy of my W-2 via regular mail?

Consenting to electronic delivery of your W-2 means that you will **not** receive a copy of your 2007 W-2 in the mail.

### Can I change my mind about electronic delivery?

You may withdraw your consent at any time. Consent to elect electronic delivery of your 2007 W-2 statement may be made up to **January 3, 2008**. After that date, consents or withdrawals of consent will apply to calendar years subsequent to 2007. Should you miss the opportunity to sign up for electronic delivery of your 2007 W-2, you may still elect electronic delivery of your future Spherion W-2 forms.

### If I signed up for electronic delivery of my 2006 W-2, do I need to sign up again this year?

If you have already consented, you will not need to re-consent. The election to receive your W-2 electronically from Spherion is valid until you revoke the consent. If you have elected to receive your W-2 electronically with another employer, that election does not apply to Spherion. *(You need to consent for each employer for whom you have worked.)*

### More questions?

For W-2 and W-2 eXpress questions, contact:

- Spherion HELP Desk at 1-866-HELP456 weekdays from 7 am to 7 pm Eastern Time
- Or call Spherion W-2 Hotline at 1-877-924-6837 *(available after January 14, 2008 weekdays from 8 am -7 pm Eastern time)*.