Memorandum

To: Temple University Employees
From: Nancy L. Hinchcliff, Assistant Vice President
       Human Resources – Operations
Date: December 4, 2012
Subject: Reminder to Sign Up To Receive Your 2012 W-2 Form Online

As we begin to prepare to distribute the 2012 W-2 forms, I have included important reminders and set up instructions that you can perform now to make sure you will receive your 2012 W-2 form as soon as it becomes available in January.

Through ADP, our W-2 provider, we are able to offer you access to your W-2 forms 24 hours per day, 7 days a week. All employees are eligible to participate in this program, however in order to access your W-2 form, all university employees must visit the ADP W-2 website and verify that you can log on using the user name and password you created last year or if you are a new employee, register with ADP to set up your online account.

Providing Consent to Receive an Electronic W-2 form

The Internal Revenue Service (IRS) allows the use and distribution of Form W-2 Wage and Tax Statements in electronic form in lieu of paper forms. As an employee, your consent is required to obtain the form online in lieu of receiving a paper form and the deadline to make this election on the ADP W-2 website is December 31, 2012.

ADP recommends that all employees verify that they have confirmed to suppress the printing of a paper W-2 and receive an electronic W-2 form as soon as you access your account on the ADP W-2 website. This election can be made by selecting the Change Your Paperless Option link in the Resource Center box on the Home page of the ADP W-2 website. The election will remain in effect for subsequent years unless you return to the ADP website and withdraw your consent.

Advantages of the electronic W-2 Wage and Tax Statement

- Eliminate receiving multiple W-2 forms in the mail as a result of new PA Act 32 reporting requirements.
- Earlier Access to your W-2 Form.
- Safety and Security - no worry about the form being lost, stolen, delayed, or misplaced.
- Convenience you can access it anywhere using a computer.
- Go Green! Print the form only when you need it.
- Download your tax information into popular tax preparation software programs.

How to Register on ADP W-2 Services

1. Log into TUportal, click on the Staff Tools tab and in the Pay and Tax information channel
click on the **W-2 Wage and Tax Statement** link. Or, as an alternative, you can go directly to the ADP site at [https://w2.adp.com](https://w2.adp.com).

2. Once on the ADP site, click **Register Now**. If you are visiting the ADP website for the first time, do not select **Login**.

3. Enter the following **Registration Pass Code**: **TempleU-W2**

4. Select **W-2 Services** as the **Service**.

5. Fill in the following required information to verify your identity:
   - First and Last name
   - Full Social Security Number
   - Employee TUid#
   - Company Code: **TEJ**
   - Your Zip Code for the Permanent Address displayed in SSB on TUPortal
   - Tax Year: **2012**

6. **Create a unique password**. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. It is strongly recommended that you do not use your Temple AccessNet password but instead create a different password. You will also be prompted to establish security questions in the event you forget your login information and to assist in password recovery.

7. **Submit** this information and you will be assigned a system generated User ID. You will use this User ID and the password you created in Step 6 to access your W-2 information on the ADP W-2 Services website.

8. In order to consent to receive an Electronic W-2 form, please perform the following:
   - Select **Change Your Paperless Option link** in the Resource Center box on the right and follow the instructions to consent to suppress printing a paper W-2 form and receive an electronic W-2 instead.
   - Remember you have until December 31, 2012 to make this election for 2012. Changes made after December 31, 2012 will be effective for the new calendar year.

For future reference, be sure to *Bookmark or Add to your Favorites* the ADP W-2 Services website in your browser at [https://w2.adp.com](https://w2.adp.com). For your convenience, there is also a link to the ADP website in the TUPortal **W-2 Wage and Tax Statement** section mentioned above.

We hope you will enjoy these added benefits and we appreciate the opportunity to provide you with this new way of viewing your year-end information.

If you have any questions with set up or accessing your ADP W-2 account, please contact the Temple University Payroll Management Office at (215) 926-2244.

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