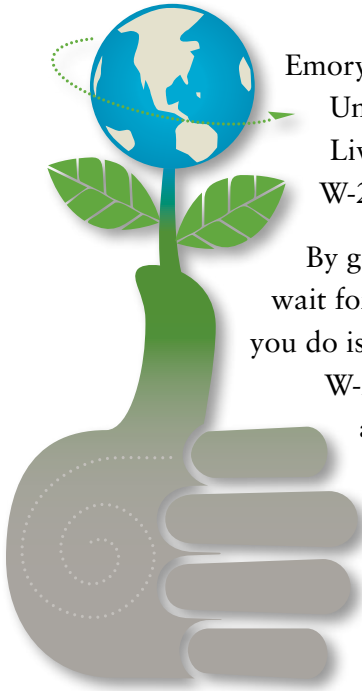


Go Green and Save a Tree — Get Your W-2 Online



Emory & TALX are partnering again to offer Emory University, Emory Healthcare & Wesley Senior Living employees an option to receive their W-2s online.

By getting your W-2 online, you won't have to wait for it to be delivered by the US Post Office. All you do is go on the web and register to receive your W-2 electronically. It's that simple. The IRS has approved the delivery of your W-2 online with your consent. Plus it works with TurboTax, TaxCut, EzTaxReturn and Complete Tax. Once you're in the software program, just click to download your W-2.

Employees who registered to receive their W-2 online in prior years do not need to re-register to receive your 2008 W-2 online. But we do suggest that you review your Account Information online to ensure your e-mail address is accurate.

If you would like to cancel your online registration, unsubscribe by visiting www.w2express.com or by calling 1-877-325-9239.

Frequently Asked Questions

What is the customer service number to call if you need help?

Call 1-877-325-9239.

When do you need to sign up?

The deadline for signing up has been extended to **January 13, 2009**.

If you sign up after January 13, your enrollment will be regarded as consent for next year. Withdrawal of your consent can be done at any time. Note: If you elect to receive your W-2 electronically, you will not receive a copy of your W-2 in the mail.

When will your W-2 be available?

Your W-2 will be posted on a secure web site in mid-January, well before you would normally receive it via the US Postal Service. You will

receive notification when your W-2 is available, along with instructions for retrieval. You will also receive a confirmation e-mail when you enroll for online delivery.

If your W-2 has an error can you make a correction online?

No. To make a correction call the following numbers:

- Emory University, 404-727-6100
- Emory Healthcare, 404-712-7106
- Wesley Senior Living, 404-728-6299

Will your W-2 be mailed to your home?

Your original W-2 will be mailed to your home address if you do not use the online service.

Steps to Receive Your Original W-2 Online ...

- 1 Visit www.w2express.com or call 1-877-325-9239.
- 2 On the home page, Enter **Employer Code 11332** in the Login box and click GO.
- 3 Enter your Social Security number (without dashes).
- 4 Enter your PIN, which is the last four digits of your Social Security number plus your birth month and the last two digits of your birth year; for example, if your Social Security number is 414425731 and your birth date is July 1946, your PIN would be 57310746).
- 5 The next screen is an option — Pin Reset Enrollment, if you enroll the system will give you the option to reset your pin and/or receive an e-mail with your pin number if you forgot your pin. This process will require an e-mail address.
- 6 Select **Consent for Online Delivery**.
- 7 Read the disclosure and click on **Test Now**.
- 8 A sample W-2 will be shown on your computer. If the sample W-2 screen shows on your computer you will be able to access your W-2 online from that computer. If the sample does not show then contact your local support to check your Adobe Acrobat Reader.
- 9 Close the sample file and click on **I saw the test W-2, read all of the important information above, and want to receive my original W-2 statement online**.
- 10 Complete the consent form with your primary (and secondary) e-mail address, your mailing address, and your home/work phone number. Select **Save**.
- 11 A W-2 Online Access Consent will show. Double check the information then click on **Confirm**.
- 12 Online W-2 Consent Receipt will show. You may want to print this screen by clicking on **Confirmation Receipts**. The click **Logout**.