

Online W-2 Registration

Employees may sign up at anytime to obtain quick copies of their 2009 and/or 2010 W-2 forms! There is a simple registration process, and then sign in to give consent to receive your W-2s electronically on the ADP Tax Service website, <https://w2.adp.com>.

For assistance with this new feature, please note the following:

ADP W-2 Services site utilizes Security Infrastructure and protects your information with SSL (128 bit) technology. SSL is used to encrypt your personal information such as your user ID, SSN, password and wage information.

Just as with online banking, ADP W-2 Services allows for you to set your own security questions & password.

ADP W-2 Services website securely stores up to 3 years history and you will be able to print and/or download your W-2 forms 24/7.

ONLINE W2 REGISTRATION

1. Go to <https://w2.adp.com>
2. Click "Register Now"
3. Enter the **Registration Pass Code**, which is: **APX1-Recruiting**
4. Select **W-2 Services** as the Service
5. The following information is required:
 - Name
 - Full Social Security Number
 - Employee ID # – this can be found on your last paystub or W-2
 - Company Code from Box D = **WYH**
 - Employee Zip Code (zip code while working for Apex)
 - Tax Year – Not available previous to 2009

You will be prompted to complete a registration process during which you will select a unique password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. Additionally, you will be assigned a system generated User ID. Once you have completed the registration process, you should "Bookmark" or "Add to your Favorites" the new URL, <https://w2.adp.com>.

PLEASE PROCEED – YOU STILL NEED TO CONSENT!

Now that you have successfully registered to ADP W-2 Services, you should consent to receive your W-2 online. Log in to ADP-W-2 services using you're newly created user id and password, read the agreement, and agree to the terms. DON'T DELAY – CONSENT TODAY!

ADP will send an email notification as soon as the current tax year W-2 is available for viewing to the email address you provide on the W-2 website. You should update your email address if it has changed on the ADP website <https://w2.adp.com> in order to receive the email notification.

If you have questions or issues, please contact Employee Services by email (w2requests@apexsystemsinc.com) for support.

Federal and State Tax Form Tool

Apex is pleased to provide you with this tool to identify what forms you need to complete, based on the state where you live and the state where you work. You can complete these forms on-line; print them, *sign & date them*, and fax or email them to your local branch to have updates done per your request. It is your responsibility to keep your state and federal tax withholdings up to date.

Please review your first pay check after the change is effective to confirm that your withholdings are as expected based on your change.

Click on the link below or copy into your browser

<http://www.statew4.com:80/reciprocal/stateselection.jsp?CID=apexsystems&e=CIRUe6x2KTzGCn3PMepg%2Fw%3D%3D&n=647>

Once you are within the site you can make your state selections and click "Get My Forms"

1) Resident State [Resident Definition](#)

2) Work State - select relevant state(s)

<input type="checkbox"/> Alabama	<input type="checkbox"/> Illinois	<input type="checkbox"/> Montana	<input type="checkbox"/> Puerto Rico
<input type="checkbox"/> Alaska	<input type="checkbox"/> Indiana	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Rhode Island
<input type="checkbox"/> Arizona	<input type="checkbox"/> Iowa	<input type="checkbox"/> Nevada	<input type="checkbox"/> South Carolina
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Kansas	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> South Dakota
<input type="checkbox"/> California	<input type="checkbox"/> Kentucky	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Tennessee
<input type="checkbox"/> Colorado	<input type="checkbox"/> Louisiana	<input type="checkbox"/> New Mexico	<input type="checkbox"/> Texas
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Maine	<input type="checkbox"/> New York	<input type="checkbox"/> Utah
<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Maryland	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Vermont
<input type="checkbox"/> Delaware	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Virginia
<input type="checkbox"/> Florida	<input type="checkbox"/> Michigan	<input type="checkbox"/> Ohio	<input type="checkbox"/> Washington
<input type="checkbox"/> Georgia	<input type="checkbox"/> Minnesota	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Hawaii	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Oregon	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Idaho	<input type="checkbox"/> Missouri	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Wyoming

All forms should be printed, signed, and faxed to your payroll representative. Please review your first pay check after the change is effective to confirm that your withholdings are as expected, based on your change.

From the next screen you will be able to fill out on-line and print your forms:

Federal

- Required: [Federal W-4 - resident](#)
OR
[Federal W-4\(SP\) - resident \(spanish\)](#)
OR
[Federal W-4 \(NRA\) - nonresident](#)
- Optional: [Federal 673 - exempt](#)
[Federal 8233 - exempt](#)

VA - Resident State and Work State.

- Required: [Virginia VA-4 - resident](#)
- Optional: [Virginia VA-4b - tax-adjustment](#)

[Back to State Selection](#)

All forms should be printed, signed, and faxed to your payroll representative. Please review your first pay check after the change is effective to confirm that your withholdings are as expected, based on your change.

Disclaimer: This withholding forms process is an automated toolset to assist you in preparing your withholding forms. Apex Systems, Inc. does not provide legal or tax advice as to your settings. You should consult with your tax advisor to review your particular circumstances. Apex Systems, Inc. does not assume responsibility or liability for decisions based on use of the withholding forms process, as numerous factors can affect the actual outcome. You are ultimately responsible for ensuring you have the proper taxes withheld based on your home and work state(s) and any applicable localities/jurisdictions.