

## An Important Notice for all Employees

### Re: Year-End Information

As the year-end draws near, it's time to make sure all the required information for your 2013 W-2 is accurate. We have composed a couple of helpful hints that will assist in making this year-end a success for you:

- Please ensure that you **check and verify your personal information** such as your home address, your social security number (last 4 digits), and your date of birth with your employer. Or you may visit [www.alphastaff.com](http://www.alphastaff.com), select Login InfoSource, and review your information online; if you are not already registered, you may do so now. This will allow you to check your personal information and also review your pay stubs to ensure accuracy. Please be mindful that a correct address is essential, since your W-2 will be mailed to your home address unless you elect to have your W-2 electronically delivered. Please also note that your address **must** include an accurate apartment number, if applicable. All address changes should be submitted to AlphaStaff no later than **December 27, 2013** to ensure proper delivery of your W-2.
- To avoid mail delays, **register to receive your W-2 electronically**. If you visit [www.paperlessemployee.com/alphastaff](http://www.paperlessemployee.com/alphastaff) and register prior to January 4, 2014, you will receive your W-2 approximately 3 business days sooner. If you registered electronically last year, you are already registered to receive your 2013 W-2 electronically. If you would like to receive a hard copy instead, please login to your account at [www.paperlessemployee.com/alphastaff](http://www.paperlessemployee.com/alphastaff) and elect to "Opt Out" for electronic delivery for 2013.
- If you received third-party sick pay, such as **disability payments**, you may want to ensure that your employer has received notification of this from the third-party provider. If AlphaStaff receives notification of these payments after December 27, 2013, you will receive a W-2c (corrected W-2.) Please take the time to double-check prior to filing your personal tax return.
- If you have **questions about your W-2** once you receive it, you may send an email to [W2generalinquiries@alphastaff.com](mailto:W2generalinquiries@alphastaff.com) or fax inquiry to (866) 616-5034. A call center representative will be available to answer your questions starting on February 6, 2013. To use this feature, just call our W-2 call center number, (888) 778-9128, and follow the automated prompts.
- Need a **W-2 reissue or correction**? Visit [www.paperlessemployee.com/alphastaff](http://www.paperlessemployee.com/alphastaff) and receive your duplicate W-2 immediately! You may also request a correction to your W-2 on this site. Please be advised that all corrections can take up to 10 business days. Please note that requests for reissues will not begin to be processed until **February 6, 2014**, to allow the Postal Service adequate time to deliver the original W-2.
- Please note that a **reissue fee of \$10.95** will be charged for each reissue of a W-2. To avoid this fee, register to receive your W-2 electronically; you must do so by January 4, 2014 (see next page for instructions). Electronic reissues are immediate and free if you register by this date. Registering costs nothing and takes only minutes.
- The reissue fee will be **\$15** if the reissue is for a year prior to 2013.



## Employee Information Change Form

Before 2013 comes to a close, please review your check or direct deposit stub and verify that your Name, Address, City, State, Zip Code and the last four digits of your Social Security number are correct. If there are any errors or missing information, please indicate your changes below. This would also be a good time to review your wages and taxes to confirm the correct state and local taxes have been deducted for the year. If you require a change in your name or Social Security Number (SSN), please call and provide changes to your payroll processor at **(888) 335-9545** no later than **December 27, 2013**.

You may also want to review your Federal W-4 filing status and withholding allowances for any needed updates for 2014.

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**Return this forms ONLY if you require a change to your information.**

(\*Required field)

<b>*Employer</b>	
<b>*Name</b>	
<b>*SSN</b> (last 4 digits):	

(If you require a change in your Social Security Number, please call and provide changes to your payroll processor at **(888) 335-9545** no later than **December 27, 2013**.)

	Old	New
<b>Address:</b>		
<b>City</b>		
<b>State</b>		
<b>Zip-code</b>		
<b>Telephone number:</b>		

**\*Signature**

**Date**

**Please mark one:**

- This is a permanent change. All information should go to this new address.
- This is a one-time change for w-2 purposes only. (Current address will be maintained for all other 2013 activity)

If you make any changes, please fax this form immediately to:  
AlphaStaff Payroll Maintenance (866) 365-1606 or  
Email to [payrollmaintenanceinbox@alphastaff.com](mailto:payrollmaintenanceinbox@alphastaff.com)

## Register to Receive your W-2 Electronically

1. Visit: [www.paperlessemployee.com/alphastaff](http://www.paperlessemployee.com/alphastaff)
2. If you have not already done so, you will need to create an account.
3. Click the “Create an Account” button to set up your own unique user ID and password.
4. Complete all the details required on this screen when you select “Create an Account”.
  - User ID must be 6-15 characters using only letters and/or numbers.
  - Your password is case sensitive; it must be 8-15 characters and must contain three of these four items: UPPERCASE letters, lowercase letters, numbers, and symbols.
  - Elect to receive your W-2 electronically by selecting “Yes”; you must also click on “Submit” to complete this registration
  - Keep in mind, by choosing “Yes” you are agreeing to the following:
    - You will be notified when your W-2 is available.
    - When your W-2 is available, you will be emailed a link to retrieve your W-2. Once you click on the link you will be able to access your W-2 in a .pdf version using Adobe Acrobat.
    - You will not receive a paper/postal copy.
    - This registration will be carried over from year to year unless you “Opt Out.”
5. Make sure you save your user ID and password in a safe place, since they will be required from this point forward to log into the system.

**PLEASE NOTE: If you do not enter accurate information, your registration will be considered invalid at the end of the tax year, and you will receive a paper tax form through the postal service. If at any time prior to the end of registration you need to withdraw your registration, please login into your account, select “Change Electronic Delivery” and change your delivery preference.**

**ELECTRONIC W-2 REGISTRATION MUST BE**

**COMPLETED BY JANUARY 4, 2014**

## Request a W-2 Correction

1. Visit: [www.paperlessemployee.com/alphastaff](http://www.paperlessemployee.com/alphastaff)
2. If you have not already done so, you will need to create an account. If you have already created an account, please skip to step 6 below.
3. Click the “Create an Account” button to set up your own unique user ID and password.
4. Complete all the details required on this screen when you select “Create an Account”.
  - User ID must be 6-15 characters using only letters and/or numbers.
  - Your password is case sensitive; it must be 8-15 characters and must contain three of these four items: UPPERCASE letters, lowercase letters, numbers, and symbols.
5. Make sure you save your user ID and password in a safe place, since they will be required from this point forward to login to the system.
6. To place a correction request, select “Correction Request” under the “Year-End Tax Forms” column.
7. Choose the form that needs to be corrected by clicking the drop down “Form” box. Complete all details necessary for your W-2 correction on this screen.
  - Provide contact information so AlphaStaff may follow up with you if needed.
  - Choose the items that need to be corrected and specify the additional details. If you are requesting a change to your wage information, select the proper reason from the drop down list. Click “Submit” when finished.
8. You will see an on-screen confirmation that your request has been submitted to AlphaStaff. Retain this information for your records.
9. The history of your correction request, as well as its status, may be viewed by selecting the “Activity History” link, on the left-hand side of the page.
10. You may select “Logout”, or close the window on your Internet browser to exit.