

The Specialty Brands of Adecco Group, NA, maintain tax records in accordance with IRS standards. Following are the instructions for W2 reprints and corrections for the tax years 2010 through 2015. Tax forms for the years 2009 and prior have been purged and are no longer available. W2 forms for year 2015 will be mailed by January 31, 2016.

Your request will be processed within 10 business days. Please allow additional time if you are requesting your form to be sent via US Mail. Please note that a new address does not require a correction, so no correction (W2C) will be issued. Incomplete forms will not be processed.

### **W2 REPRINTS:**

#### **Tax Years 2011 through 2015**

No later than January 31, 2016, you have the ability to view and print your W-2 tax document(s) for 2011 through 2015 via a secure online portal at any time, at your convenience. Follow these six steps for a fast and easy registration process to the online portal:

Step 1 – Access the portal via this link [https://w2.edelivery-view.com/PVT9005\\_registration.aspx](https://w2.edelivery-view.com/PVT9005_registration.aspx)

Step 2 – Enter your Social Security Number to validate your identity (including dashes xxx-xx-xxxx)

Step 3 – Create a User ID and Password to enter the secure online portal - remember that passwords are case sensitive, must be a minimum of 8 characters with at least one lower case, one upper case, one number and one special character.

Step 4 – Enter an email address that will be used in the event you forget your user ID or password

Step 5 – Set up two security questions which will be used in the event you forget your user ID or password

Step 6 – Consent to Electronic Delivery to view your W-2 tax documents online

A reminder, your W-2 is a sensitive and confidential document. When printing, remember to retrieve your W-2 from the printer/copier immediately. By confirming to receive W-2 tax documents electronically, future W-2's will be delivered automatically each year via e-mail. Do not leave your computer unattended and remember to log off when you have completed your session.

#### **Tax Year 2010**

Submit your request via <http://www.adeccogroupna.com/w2requests/>

### **W2 CORRECTIONS:**

#### **Tax Years 2010 through 2015**

Submit your request via <http://www.adeccogroupna.com/w2requests/>. Please note that incomplete forms will not be processed. In addition, a change of address does not require a correction; so no correction (W2C) will be issued if requested.