

W-2 *eXpress*®

A service of TALX Corporation



W-2 Management

TALX

Stop the flood of W-2 requests and increase savings with electronic services.

Eliminate piles of paper and create more time for strategic work with TALX. Our efficient, automated system for W-2 management gives your payroll department much needed relief during tax season and beyond. It's an intelligent investment that delivers returns in the long and short term, saving money and many hours of staff time.

TALX has a streamlined, electronic solution for distribution of W-2 originals, reissues, and corrections. It reduces printing and postage expenses with the ability to distribute W-2 forms via Web, IVR, fax, or mail. User-friendly and secure, this system dramatically improves W-2 processing for employers and employees. Self-service features provide employees with more control, resulting in quicker response and the potential for faster tax refunds. It also allows employers to eliminate seasonal staff support.

Services Snapshot

Paperless Original W-2s:

Electronic consent and secure delivery with a paper option available.

W-2 Reissues:

Self-service, electronic, or printed distribution

W-2 Corrections:

Complete processing and distribution of W-2c forms

Web Management Tools:

User-friendly, online administration and reporting

W-2 Imports:

Convenient and efficient for tax return software and service vendor users

CD-ROM Archive:

Electronic file of all originally issued W-2 forms provided as backup

Call Center Support:

Assistance for administrators and employees

Features	Benefits
Handles paperless and printed forms	A single resource for all W-2 needs
Users can access the system via phone or Web 24/7	True automation and relief from W-2 workload
Employee self-service for original, reprint, and correction requests	Faster, more efficient distribution that eliminates paper processes
Web management tool for employer-approved administrators	Controlled, user-friendly access to W-2 information
Compliant with all IRS regulations	Accurate and on-time distribution
Easily integrated with TALX employment verification and electronic pay stub services	Streamlined employee authentication process
Compatible with popular tax preparation software and service vendors	Increased convenience and added value for employees

Hassle-Free Initial Disbursement

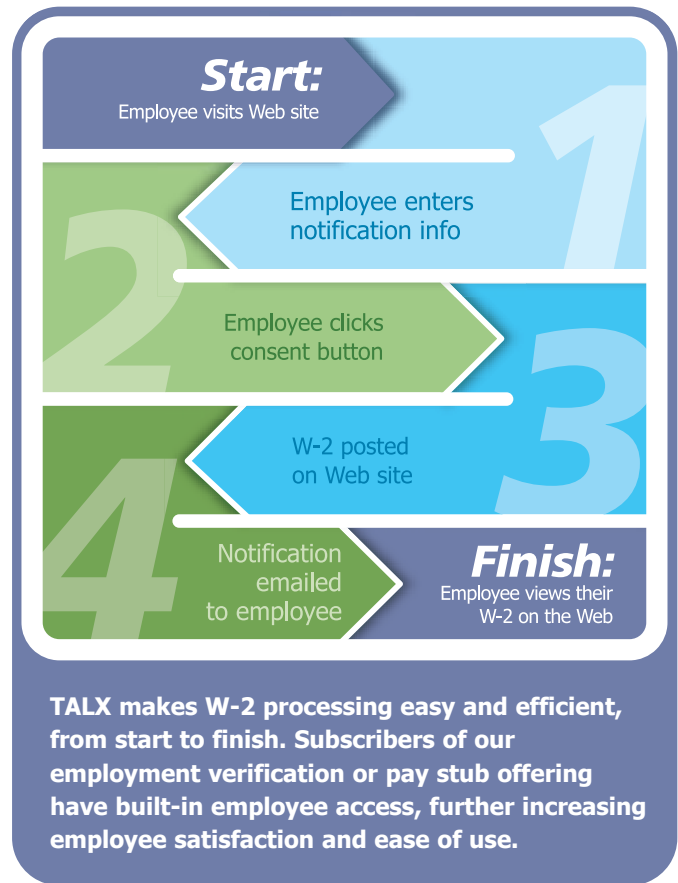
TALX offers a flexible, end-to-end solution to the never-ending paperwork involved in W-2 distribution. Improved convenience and efficiency start at the very beginning, when TALX creates electronic W-2s from data provided by the employer. This same data is also used for reissues and corrections. The system accommodates both current and former employees, and is in compliance with the IRS.

Information contained in these electronic files can be immediately delivered to consenting employees via the Web (or printed out and mailed First Class within days). Employees who consent to electronic delivery of their original W-2 have the benefit of being able to retrieve it from the Web sooner than the employees whose W-2 is being printed and mailed.

Relief from Reissue Requests

Because TALX empowers organizations with self-service, your current and former employees can request reprints at any time, from anywhere, without contacting your payroll department. Employees simply connect with our secure system via phone or Web, enter their User ID and PIN for verification, then make their request. Fulfillment of requests is highly flexible, designed to accommodate a variety of employee preferences. Our system delivers W-2 reissues by mail, fax, or the Web. Because the employee has the freedom to choose where their reissue is sent, the option to have it sent directly to a lender or tax preparer is in their hands.

Paperless W-2s: How They Work



Timesaving Correction Service

Yet another advantage of increasing employee control, this service collects requests for corrections (W-2c forms) through a secure Web site or the TALX call center. Once collected, employee correction requests are presented to authorized payroll staff in a clear, organized manner on your Web administration site. Authorized users then view and approve or deny requests electronically. The system takes care of the rest, issuing a W-2c or responding with a denial. Cover letters of explanation may be included for either outcome. Approved W-2cs immediately become part of the employee's complete W-2 record.

High-Level Security & Accuracy

As W-2 data is sensitive and subject to federal regulations, every precaution is taken to ensure both security and accuracy. TALX performs extensive testing and reviews before distribution. And we keep you informed throughout the process, allowing approved managers access to audits and error reports.

Our service also ensures against potentially disastrous loss of data with double archiving. A backup of each electronic W-2 file is stored on our secure system. As extra protection, we also create a CD-ROM archive of all current year W-2s and share it with you for safekeeping.

Online Reporting & Approvals

TALX makes it easy to manage administration related to W-2s through webManager. This user-friendly online tool is seamlessly integrated into all TALX services, and can only be accessed by authorized staff members with a valid User ID and PIN. A "control center" for W-2 issues, webManager can be used to:

- Access and review any W-2 online
- Approve or deny a W-2c request
- Create a W-2c
- Modify employee settings
- Perform transactions for employees
- Access reports

Designed to suit a variety of personal work styles, webManager allows the user to schedule automatic reports on service usage, minor correction requests, and more. Reports can be viewed online, printed out, or downloaded according to user preferences and needs. All reports are compatible with Microsoft Excel and Access so they can easily be shared with others.



W-2 Import Feature

The ultimate convenience, this capability adds value for employees and eases acceptance of new W-2 procedures. It allows employees to instantly download their W-2 (and W-2c) information into popular tax preparation software and services, saving time and reducing errors. This advanced feature is compatible with many popular tax preparation programs and service providers including TurboTax®, Jackson Hewitt®, CompleteTax®, Liberty Tax Service®, eztaxreturn.com, and TaxACT.

"I personally downloaded my W-2 from TALX using TurboTax. I found it very easy to use."

— **Joe Williams, Director of Payroll, Yellowfreight**

W-2 eXpress webManager

Our administration tool makes it easy to manage and monitor all aspects of W-2 eXpress services directly from your PC desktop.

The screenshot shows the W-2 eXpress webManager interface. At the top left is the logo "W-2 eXpress®". To its right are links for "Privacy Policy" and "Logout". On the top right, the user is identified as "CHRIS M MEYERS Enterprise USA".

The main content area is divided into several sections:

- webManager Menu:** A sidebar menu with options: View/Print a W-2, Create a W-2c, Approve W-2c, Employer Copy W-2c, W-2 Reports, TWN webManager, and E-mail Account Manager.
- Record Management:** A section with a "Social Security Number:" label, an input field, and a "Lookup Employee" button.
- Communication Resources:** A section with a heading and a paragraph: "We've recently updated our communication resources to reflect improvements and changes in the system. Make sure you have the latest tools by periodically checking the Communication Resources area on this page."
- Co-Branding:** A section with a heading and a paragraph: "Extend your brand identity and build employee acceptance by placing your logo on Web pages that appear to your employees and to verifiers inquiring about your employees. [Request More Information](#)"
- Intranet Communications:** A section with a heading and a paragraph: "Adding intranet links to W-2 eXpress is an easy and effective way to maximize its effectiveness, and we can provide everything you need for free. Contact your Client Relationship Manager and get connected."
- Online Employee Benefits:** A section with a heading and a paragraph: "In addition to online account access, employees can also access the [Finance Manager, by TurboTax](#) for free tax information and a discount on TurboTax for the Web."

On the right side of the interface, there are two informational boxes:

- Verifier W-2 Access:** A box with a green exclamation mark icon. Text: "When this feature is on, Verifiers may view your employees' W-2s". Below this, it says "Verifier access: **unblocked**" and includes a link "Block verifier access".
- W-2c Requests:** A box with a downward arrow icon. Text: "There are pending W-2c requests." and a link "View Now".

At the bottom of the page, there is a "Terms and Conditions" link and a copyright notice: "Copyright © 2006 TALX Corporation. All Rights Reserved."

More TALX Services That Save Time and Money

Employment Verification

Offer automated employment and income verifications.

Unemployment Tax Management

Reduce unemployment taxes through claims processing, hearing representation, and tax management.

Assessments and Talent Acquisition

Leverage psychometric tests and electronic talent acquisition solutions to find and onboard new hires.

Time Entry

Collect and approve timesheets electronically and eliminate the inefficiencies of paper-based time reporting systems.

Paperless Pay

Offer electronic paystubs and better manage direct deposits, W-4s, and other employee information.

Paperless New Hires

Automate the candidate screening and hiring process from start to finish.

I-9 Management

Maintain compliance with immigration regulations by generating and storing federal I-9s electronically.

Tax Credits and Incentives

Uncover missed federal and state tax credits and incentives.

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