

GET YOUR W-2 ONLINE.

SIGN UP BY TUESDAY, JANUARY 14, 2003.

EMORY UNIVERSITY, EMORY HOSPITALS, AND WESLEY WOODS EMPLOYEES CAN NOW RECEIVE THEIR W-2S ONLINE.

HERE'S HOW:

Visit www.theworknumber.com or call 1-800-367-2884.

- ❖ On the website, select “Get a copy of your W-2.”
- ❖ Go to “Enroll for online delivery of your original W-2” and click on “access your secure account.”
- ❖ When the security alert window appears, select “OK.” To log-in to your account:
 - 1) Enter “Employer Code” 11332.
 - 2) Enter your Social Security number (without dashes).
 - 3) Enter your PIN, which is the last four digits of your Social Security number plus your month and year of your birth date; for example, if your Social Security number is 414495731 and your birth date is July 1916, your PIN would be 57310716.
 - 4) Select “sign-up for online delivery of your original W-2.”
 - 5) Read the disclosure and complete the consent form with your primary (and secondary) e-mail address, your mailing address, and your home/work phone number. Select “confirm” when done. If you have questions, call 1-800-996-7566.

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

TurboTax discount available

Emory employees eligible to sign up for online W-2s can get a 15% discount on TurboTax software. Visit www.theworknumber.com, log in, click on the TurboTax logo, and follow the online instructions. If you have questions, contact Payroll at 404-727-6100.