

2011 W-2's



Please find the enclosed **PREVIEW** copy of your 2011 W-2's. Please review them **AS SOON AS POSSIBLE** then fax back this approval form to Payroll Maxx for final processing, we will not print your final W-2's until we have your approval.

ITEMS TO CHECK WHEN REVIEWING YOUR W-2 PREVIEW COPIES:

1. LEGAL BUSINESS NAME AND ADDRESS
2. FEDERAL AND STATE ID NUMBERS
3. PENSION BOX- IF YOU HAVE A PENSION PLAN THAT IS **NOT** RUN THRU PAYROLL YOU WILL NEED TO INDICATE WHICH EMPLOYEES NEED THIS BOX CHECKED.
4. ANY SPECIAL W-2 CODES/NOTES IN BOXES 12 & 14 THAT YOU WOULD EXPECT/LIKE TO SEE.

_____ I agree with my W-2 preview. Please print the final copy of my W-2 Forms.

_____ Please make the enclosed corrections and print the final copy of my W-2 Forms.

CLIENTS USING EMPLOYEE SELF SERVICE (ESS)

_____ Please print my W-2's and deliver to us via UPS Ground Service, I do **NOT** want our W-2's uploaded on ESS.

_____ Please print my W-2's and deliver to us via UPS Ground Service, I would also like our W-2's uploaded on ESS so they are available to our employees.

_____ Please do NOT print my W-2's, I would like them uploaded to ESS. Our employees will log into their ESS account to obtain their 2011 Form W-2. I understand I will **NOT** receive any paper copies of our W-2's.

_____ I am not currently enrolled in Payroll Maxx's Employee Self Service (ESS) and would like to hear more about this service.

ADDRESS CHANGES SUBMITTED AFTER THIS FORM IS SENT IN WILL NOT BE REFLECTED ON THE FINAL W-2'S.

AUTHORIZED SIGNATURE

COMPANY NAME

DATE

FAX APPROVAL FORM AND ONLY THOSE PAGES WITH CHANGES TO (402) 537-9489