

2018 W-2 Approval Form

Return ASAP but no later than 01/20/2019



Please find the enclosed **PREVIEW** copy of your 2018 W-2's. Please review them **AS SOON AS POSSIBLE** then fax or email this approval form to Payroll Maxx for final processing.

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

1. Legal Business Name and Address
2. Federal and State Tax 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.

THERE ARE THREE DELIVERY METHODS AVAILABLE TO YOU BELOW:

_____ **UPS GROUND DELIVERY**-Please print my W-2's and deliver them to us via UPS Ground Service. We will distribute the W-2's to our employees.

_____ **EMPLOYEE SELF SERVICE/ESS UPLOAD** - Please upload our W-2's to ESS. Our employees will log into their ESS account to retrieve their W-2's. I understand I will **NOT** receive a paper copy of our W-2's.

_____ **VIRTUAL MAIL ROOM/VMR EMAIL DELIVERY** - Please email our W-2's to our employees. They will retrieve their W-2's via email using the same password they have for the delivery of their payroll stubs. I understand I will **NOT** receive a paper copy of our W-2's. **You must be currently enrolled in this service to select this option.**

_____ **W-2 PDF FILE** – A full PDF file of your W-2's is available for \$25. This PDF file will be emailed to you and will allow you to easily handle all of your employee W-2 reprint request.

AUTHORIZED SIGNATURE

COMPANY NAME/CODE

DATE

FAX (402) 537-9489 – ATTN: TAX DEPARTMENT
[EMAIL - TAX@PAYROLLMAXX.COM](mailto:TAX@PAYROLLMAXX.COM)