

University Colleagues,

January 15, 2013

### **Calendar Year 2012 W-2's Online**

The Human Resources Service Center (HRSC) is pleased to announce the continuation of online ADP W-2 Services for all BC employees. Through ADP, our University W-2 provider, we are now able to offer you access to print or download to your personal tax software a copy of your 2012 W-2 form on demand, 24 hours a day, and 7 days a week. These options are offered in addition to the normal W-2 home mailing that you receive late January of each year.

Upon completion of a one-time online registration, you will be able to access your 2012 (and if necessary 2010 & 2011) W-2 statement. During this process, you will be assigned a personal ADP "user ID" and you will be asked to create a personal "Password," which you should **remember**, since they must be provided each time you access for security purposes the ADP W-2 site.

This registration process is necessary only for your initial employee verification into the ADP Service website. You may also want to "Bookmark" or "Add to your Favorites" the ADP website address.

#### **How to Register on ADP W2 Services:**

Go to <https://w2.adp.com>

Click the **Register Now** link to get started

Ready to get started? Click the **Register now** tab to start your Registration

1. Enter the **Registration Pass Code** which is (caps only) BCEAGLES-W2

2. **Verify your Identity** –

In dropdown Section A choose **W2 Services**.

In dropdown Section B choose **Social Security Number**, enter your first, middle and last name (as it appears on your BC paycheck), your Social Security number, your BC eagle ID#, the **BC Company Code** of V9C and your home Zip Code.

The Tax Year will default to 2012.

3. **Enter your Contact Information** BC or home email address and your home phone number as it appears in your BC self service records.

4. **Enter your Security Information** Birth Information and Two Security questions.

5. **View your ADP User ID and Create a Personal Password to be Remembered**

Your password must contain between 8 to 20 characters and at least one alpha and one numeric character.

**Confirmation** Select ADP W2 Services for formal reentry into the website for the selection of a Print or Download W-2 copy

New for 2012 Under the Affordable Care Act employers are now required to report the cost of employer sponsored medical coverage. The amount, including both the employer and employee costs, is for informational purposes only and is reported in Box 12 with Code DD. The amount is not taxable and does not require any action on your part.

We expect that you will find this year-end W-2 feature both beneficial as well as extremely easy to use. If you have any questions, please call the HR Service Center at (617) 552-4772 or Ext. 2HRSC. Thank you.

Elaine Wallace

Director, Human Resources Service Center