



November 2017

Dear Retiree:

Sign up to use ADP W2 Online Services, and you won't have to wait for your W-2 or 1099-R forms to come in the mail.

What are the benefits of using this free service?

- Earlier access so you can file your tax return sooner
- Ability to download tax forms into income tax preparation tools such as TurboTax
- No possibility of the forms being lost, stolen, misplaced or delayed in the mail
- Access your tax forms from any location 24/7

To register for ADP W-2 Services:

1. Go to <https://w2.adp.com>
2. Click "Register Now"
3. Enter the Registration Code, which is *Coned-V2P*
4. Enter your name and select "W-2 Services"
5. Be sure to have the following information available for validation purposes:
 - Your Social Security Number (no spaces)
 - Employee ID #
 - Company Code, which is V2P
 - Your 5-digit home zip code

You must register by December 31, 2017 so you receive your tax forms in mid-January 2018.

If you have already registered, you do not need to register again.

We hope you take advantage of the opportunity to receive your tax forms online.

Anderson Gutierrez
Manager, Payroll Section
GutierrezA@coned.com