

2011 W2 Process for
ProSource Management Solutions and Pay Solutions

1. All 2011 tax year W2s will be distributed by the federal government's deadline of **January 31, 2012**. For clients currently utilizing the web system 2011 tax year W2s will also be available for reprinting online/electronically February 1, 2012. The client must have secured a User Name and Password. For clients not currently utilizing the web system, please have the authorized contact call our IT Department to obtain a User Name and Password. The IT Department will also assist the authorized contact with instructions regarding "how to reprint" W-2s. **PLEASE REMEMBER, REPRINTING CAPABILITY WILL ONLY BE AVAILABLE AFTER FEBRUARY 1, 2012.**
2. W2s for active employees will be bulk packaged and overnighted to Client companies by the government deadline. If the client company has a regular scheduled payroll between 1/27 and 1/31, the W2s will be included with the payroll package. Clients who do not have a regular scheduled payroll between 1/27 and 1/31 will receive W2 packages only.
3. Inactive/terminated employees W2s will be mailed directly to the former employee, at the last home address on file.
4. Please inform employees if a W2 is not received shortly after 1/31/12 – please wait until 2/15/12 to begin requesting a reprint from ProSource or have your onsite payroll contact help obtain a reprint – available 2/1/12. (See #1)
5. After 2/15/12, please submit W2 issues to Mari Winfree via email to mwinfree@prosourcemanagement.com or via fax to 713-660-9629. When submitting reprint requests to ProSource please have the employee have the following information on the written request:
 - Name as it appears on Social Security Card
 - Last 4 digits of the employee's Social Security Number
 - Include a route to have request fulfilled; fax number, email address or mailing address
 - Signature of Employee
6. After April 15, 2012 there will be a \$20 fee for reprints or reissues of W2s and/or 1099s prepared by ProSource. The fee is payable by CASH or money order only. **UTILIZATION OF REPRINTS THROUGH THE WEB IS WITHOUT COST TO THE CLIENT OR THE EMPLOYEE.**

We thank you in advance for your cooperation and assistance during this process. As always, please do not hesitate to call should you have any questions or need clarification regarding the above.