



## HUMAN RESOURCES MEMORANDUM

**FROM:** Ashlee Larry  
Human Resources Manager

**SUBJECT:** 2018 Form W-2

**DATE:** January 17, 2018

Please be advised that the 2018 Form W-2 will be mailed and accessible electronically by January 31, 2018. Documents will be mailed to employees using the mailing address that was current in ADP at the time the W-2 file was created. Employees should be further advised that Form W-2 is the official form to be used to complete IRS Form 1040. Employees **should not** use the YTD figures on their earning statements.

### **Address Changes**

All address changes should be forwarded to the Human Resources Office by way of email requesting a "Change of Address" or employees can update address information using ADP Employee Self-Service portal. If an employee's address has changed and the employee has an active forwarding service, the Form W-2 will be sent to the forwarding address. When W-2 forms are returned to the Division of Administration due to an incorrect address, the ADP HR system will be checked for the correct address. These forms will be processed and sent to the correct address or available electronically as they are received, corrected and administered by ADP.

### **Electronic W-2's**

Employees are currently able to access Form W-2 electronically by accessing the ADP Employee Self-Service Portal. To review previous annual statements, log into ADP under the "Myself" tab, select "Annual Statements" and desired year. Statements are available for review dating 3 years prior to present day.

If for any reason you do not receive your W-2 Form by way of U.S. Postage Mail or are unable to retrieve an electronic copy by accessing the ADP ESS Portal, please email the Human Resources Department at [payroll@ccpipeline.com](mailto:payroll@ccpipeline.com). You can also call 713-275-7995 and ask to speak to an HR Representative from Monday-Friday, 8am-5pm CST. Please allow 24 hours for your request to be processed.