

# Instructions for Reprinting W-2's

Go to web site [www.downloadmyform.com](http://www.downloadmyform.com). You will see the following screen.

DownloadMyForm.com

**Forms Sign-In**  
Please enter the following information in order to view your electronic form.

Company  Company Name, Company Code, or Phone Number

Alert! DownloadMyForm.com will be down for maintenance from 8:00 PM on 1/22/2008 to 9:00 PM on 1/22/2008  
[I am a forms administrator](#)

toliver@carraliso

Enter Automation for the company and press the continue button.

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Alert! DownloadMyForm.com will be down for maintenance from 8:00 PM on 1/22/2008 to 9:00 PM on 1/22/2008  
[I am a forms administrator](#)

You will now see the following screen

**Automation Personnel Services, Inc. Sign-In**

Please enter the following information in order to view your electronic form.

Year

Social Security Number

Last Name



**Alert!** DownloadMyForm.com will be down for maintenance from 8:00 PM on 1/22/2008 to 9:00 PM on 1/22/2008

[I am a forms administrator](#)

Enter the social security number and last name of the employee for the w2 and press the sign in button.

You will now see the following screen

DownloadMyForm.com [Sign Out](#)

**Provide Consent**

In order to receive your W-2 form through this website, the IRS requires that you provide consent in a manner that proves that you are able to access your W2 online. If you do not wish to use this website to retrieve your W-2 then you are not required to-- a paper copy of your form will be mailed to you if you do not consent below.

**When you are ready to proceed, please follow the steps below.**

1. Click on the link below labeled 'Get My Access Code'. It will open up an Adobe Acrobat document (PDF). If a PDF does not open, please download Adobe Acrobat Reader (a free software application) from [this link](#).
2. Write down the access code that is written in the PDF document.
3. Return to this page.
4. Type the code in the box below.

Enter your Access Code:  [Get My Access Code](#)

I provide consent for electronic delivery of my W-2 and understand that I will not receive a paper copy.\*

\*If you consent at this time and later wish to withdraw consent (and receive a paper copy) you may do so within the next 30 days by providing written notice to Automation Personnel Services, Inc..

