



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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To: All Employees

From: Deputy State Director, Support Services Division

Subject: Important Information about Your W-2 Statement

The Department of the Interior's National Business Center has contracted with the TALX Corporation to provide an additional electronic service for our employees. Hard copy W2's are currently being mailed to all employees and should be received by the January 31, 2004 deadline. Beginning the week of February 9, employees will be able to electronically request a **replacement W2** if the original was lost, stolen or never received.

Replacement W2's will be available to individual employees through Employee Express at www.employeeexpress.gov. You will need a PIN to access Employee Express. If you cannot locate your PIN, a new PIN can be reissued immediately by answering a series of identifying questions at www.employeeexpress.gov. Once logged on to Employee Express, click on "The Work Number Proof of Employment and Income" button. This provides a link to "The Work Number" web site where you can request a duplicate W2 be sent to a fax number, mailed to your home address, an alternate address, or downloaded to the PC for printing on a local printer. In addition, beginning February 9, you can import W2 data directly into Turbo Tax, H&R Block, ezTaxReturn, and CCH Complete Tax. You will be required to enter BLM's code 10737, your Social Security Number (SSN), a PIN number consisting of the last four digits of your SSN, and the full year of your birth.

Once you have requested your replacement W2, you will be given a confirmation number. You can check the status of your request by revisiting the web site entering your confirmation number.

Questions or problems with Employee Express can be directed to the Employee Express help desk at 478-757-3030 or via email to eexhelp@opm.gov. Any questions concerning the data on your W2 should be addressed to the payroll help desk at 303-969-7732.

If you have any questions about this bulletin, please contact Angie Dailly at 916-978-4476.

Signed by:
Annisteen Tate-Cammack
Acting DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management