

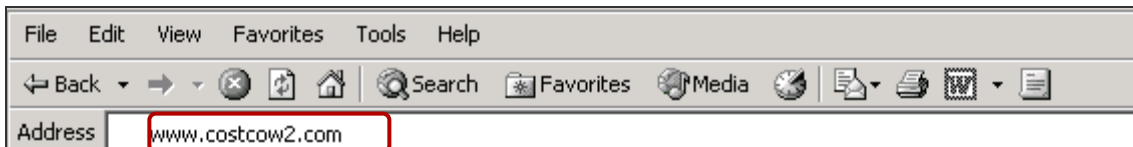
If you've lost your W-2 Form, or have not received the form that we sent, please use these instructions to obtain a copy.

There are two options to retrieve your W-2 form:

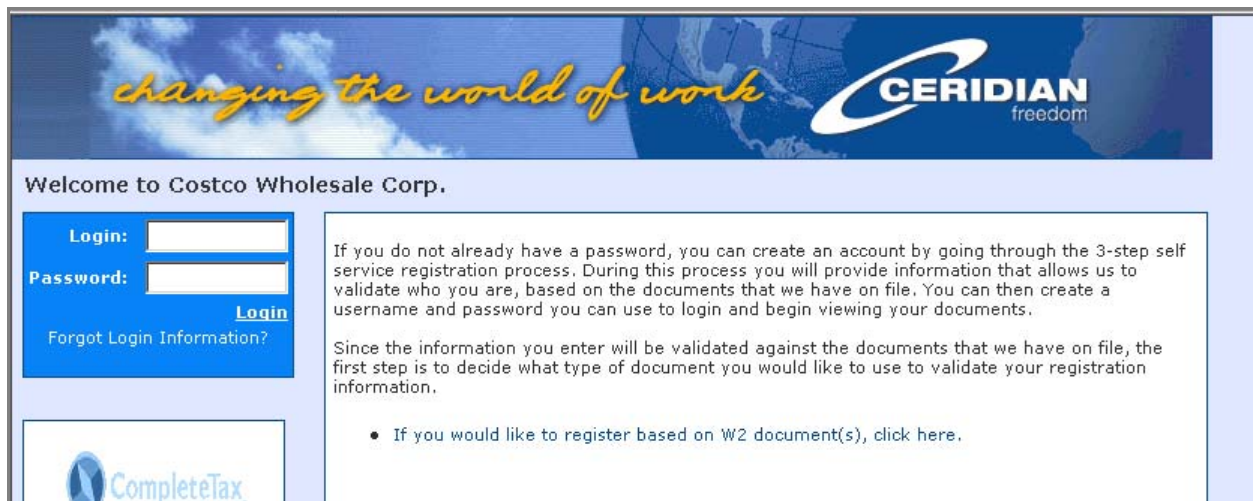
- **Web Access** (the preferred and quickest option): Once the registration is complete you can print your W-2. (All W-2's since 2004 are available for reprint.)
- **Phone access**: Only available February 1st through April 30th. The W-2 form would be mailed to your address on file as of January 1st for the current year.

Web Access:

- Open an Internet Explorer application.
- As shown below, type www.costcow2.com into the Address bar.



- Press **Enter** on your keyboard and the screen shown below will appear.



W-2 REPRINT PROCEDURES

Employee Instructions

First Time?

If you do not have a user id and password, you must register to use this site. To do this, follow the instructions below.



Already Registered?

If you registered last year, simply enter your login (user id) and password. These fields are case sensitive.

Forgot Your Login?

If you do not remember your information, click on [Forgot Login Information?](#) and follow the instructions.

Note: If you do not receive your information, it is probably because your email address has changed. In this case, please contact your payroll clerk. Your registration will be removed and you can re-register using the instructions below.

FIRST TIME USERS

- ❑ Click on the blue line labeled [If you would like to register based on your W-2, click here.](#)
- ❑ Type the Company Access Code which is **426579**.
- ❑ Complete all fields shown exactly as they appear on your paycheck.

Notes: In the case of a name or address change, enter the information as of January 1st of the current year. Do NOT put dashes in your Social Security Number or Zip Code.

The screenshot shows a web form titled "Self Service Signup Using Your W-2". The form is set against a blue background with the Ceridian logo and the slogan "changing the world of work". On the left side, there are two blue buttons: "Go back to welcome page" and "Contact Us". Below these are logos for "CompleteTax" and "TurboTax For The Web". The main form area contains the following fields and instructions:

- * Company Access Code: Provided by your employer
- * First Name: Upper or lower case
- * Last Name: Upper or lower case
- * SSN: Digits only
- * Zip Code: Digits only (xxxxx or xxxxxxxxx)

A "Submit" button with a green arrow is located at the bottom right of the form.

- ❑ Once all fields are completed, click the  button.


See the Screen Below?

YES

If you see the screen below, then you successfully registered to use the site. Please continue to follow the instructions below.

NO

If you are not allowed into the next screen, review the information you entered for accuracy. If this still does not work, see the last page of this document for Phone Access instructions.

- ❑ Complete all the fields using the hints below:
 - The USER ID should be no more than 8 characters and the password must be at least 7 characters, containing at least 1 number as well as a special character. The site provides specific instructions to create the password. These fields **are** case sensitive, meaning capital or lower case letters.
 - The PASSWORD HINT should be something that reminds you what your password is, not your User ID.
 - **Be sure you are able to remember your information, for this year and years to come, before proceeding.**
- ❑ Click the checkbox that states
 I have read the Terms & Conditions Statement and agree to them.
- ❑ Once all fields are completed, click the  button.

The Welcome Page will appear as shown below:

Welcome to Costco Wholesale Corp.

Account successfully created

If you do not already have a password, you can create an account by going through the 3-step self service registration process. During this process you will provide information that allows us to validate who you are, based on the documents that we have on file. You can then create a username and password you can use to login and begin viewing your documents.

Since the information you enter will be validated against the documents that we have on file, the first step is to decide what type of document you would like to use to validate your registration information.

- ❑ Type your User ID (Login) and Password in the fields provided.
- ❑ Click the [Login](#) button.

Note: If you have forgotten your login, you can always click on [Forgot Login Information?](#) and it will be quickly sent to the email address you gave at enrollment.

The screen below will appear.

W-2s

Show for year: 2005 Search

Id	Year	Subsidiary	Type	Loaded
P 596698	2005	Costco Wholesale Corp.	W2	01/01/2005 [View] [Audit]

- ❑ Click on [View](#) to see your W-2.
A new window containing your W-2 form will open. You can navigate up or down using the scroll bars. From here, you may print or save your form.
- ❑ If you have multiple W-2's, you may return to the screen above to click on the other [View](#) buttons included on the screen.
- ❑ When you have finished viewing your W-2, click the [Logout](#) button to exit the site.

Note: You must have Acrobat Reader in order to view your W-2 form. If you don't have Acrobat Reader, you may download and install the software from this site. Please select from the small upper left-hand box to download.

Phone Access:

Available February 1st through April 30th. For those unable to access information from the website, a phone line has been established to obtain reprints. The number to call is **1-866-364-6064**. This line will be available from 8:00 a.m. until 5:00 p.m. PST. English and Spanish speaking operators are available. People using this service will need to relay the Company Access Code – **426579** – to the operator. The operator will also request additional information prior to reprinting and mailing your form.