

Employer W2 Online Form

Configuration and Authorization

Revised 2016-07-29



As a client of Fastpay, you have been assigned an online secure mailbox which gives you access to your documents 24 hours a day! This mailbox “My Documents” section is designed to keep you better informed, easily communicate with Fastpay staff and quickly access your payroll reports online should you choose that option. Your payroll reports will be deposited in your secure mailbox automatically when each payroll processes and you will also be alerted via email that your payroll has been processed.

All employer W2 copies will be delivered via this system. If you are currently receiving payroll reports electronically, your W2’s will be delivered to the same mailbox.

Email address(es) to be associated with W2 mailbox:

This system will allow for secure storage of your employee’s private data. You will have 24 hour online access to your W2 information, allowing for W2 reprints without a cost to you or your employee. We recommend you keep this information stored on our system to eliminate employee identity theft.

I have read the above information and agree to the terms regarding W2 delivery.

Company ID: _____ Company Name: _____

Print Name: _____ Date: _____

Signed: _____ Title: _____