

Sign Up for the Vail Resorts eW-2 Program

The Payroll Services Team is excited to announce the addition of eW-2s to Self Service. Each year Vail Resorts spends a considerable amount of resources printing and mailing W-2s to employees all over the world. When you sign up to get your W-2 electronically from Self Service, you help us reduce waste and you get access to your W-2 faster.

The Benefits of Electronic W-2s



More timely delivery of your W-2s



Better security for your personal information – your name and social security number are not floating around in the mail



Reduce demand on natural resources - use less paper



Reduce cost associated with printing and delivering paper W-2s

How does it work?

After you have signed up and once W-2s have been created you will:

- ◆ Receive an email no later than January 31 notifying you that your W-2 is available
- ◆ Be able to log into Self Service to view and print your W-2 anytime and as many times as needed
- ◆ Be able to save your W-2 to your personal computer or mobile device from Self Service

How Do I Sign Up?

1. Log into my.vailresorts.com using your Employee ID number and Password.
2. From the Main Menu select Self Service then Payroll and Compensation followed by W-2/W-2c Consent.
3. Read and follow the instructions on the page.
4. You must have a valid email address to participate. To enter an email address or to check that your email address is correct, click on Self Service followed by Personal Information and then Email Addresses
5. Enter your email address and click on Save.
6. After you sign up through Self Service your email address will be verified. If we are not able to validate your email address, your election will be automatically cancelled.

How do I retrieve my W-2?

To view and print your W-2, log into my.vailresorts.com. From the Main Menu select Self Service followed by Payroll and Compensation and then View W-2/W-2c Forms. This requires you to have the free version of Adobe Acrobat Reader on your computer or web enabled device and can be accessed anytime. Once W-2s have been posted in Self Service, you can access them anytime regardless of your employment status.

What if I still want a paper W-2?

If you decide not to sign up for electronic W-2s, you will receive it in the mail, through the U.S. Postal Service, postmarked no later than January 31.

What if I change my mind and want a paper W-2?

You can change your election anytime by going to the W-2 Opt In/Out screen on my.vailresorts.com. You can also change your election by sending an email request to:

PayrollInfo@vailresorts.com

or written notice to:

**Vail Resorts
Attn: Payroll Services
390 Interlocken Crescent
Suite 1000
Broomfield, CO. 80021**

We do not accept election changes over the phone. All changes apply to W-2s created after the date your election was changed.

Vail Resorts is required by the Internal Revenue Service (IRS) to provide each employee with a W-2 Form that states the employee's compensation and tax withholding amounts for the calendar year on or before January 31st of the following year.

This notice contains the required IRS disclosure information and instructions for you to elect to receive your W-2 electronically instead of on paper. As required by the IRS, this consent must be made electronically in a manner that demonstrates that the employee can access the W-2 in the electronic format in which it will be provided. If you have any questions regarding this notice or your W-2 Statement, contact the Payroll Team by emailing payrollinfo@vailresorts.com or by calling (303) 404-1926.