Terminated Employee W-2 Forms

Important information:

- Terminated employees can view or print an electronic W-2 from the ADP Portal website, my.adp.com. New user registration information provided below.

- A paper W-2 statement will be mailed to your mailing address of record in the Workday website, or with the Registrar's Office for students no later than January 31st.

- Additional information regarding W-2 Form can be found on FAQ on W-2 & W-2C document on Suffolk University's Payroll Office website.

*** If you already have ADP account with your current or previous employer, you might be able to access all W-2 Tax forms through their portal after January 31st. *******

Suffolk University Payroll Department
E-mail: payroll_dept@suffolk.edu
Phone: (617) 573-8329

Contents

New User Registration Quick Reference Card

Information requested during registration process:

- Legal name
- Social Security Administration number
- Registration code
- Company Code
- Suffolk University Employee ID (without hyphen)
- 5 digit zip code (your mailing address of record)

Call the Payroll Department at 617-573-8329 to obtain the Registration Code, Company code and Employee ID.

1. Enter "my.ADP.com" in your web browser and click on the **Register Now** button to create an account on ADP portal to access the W-2 tax statements.
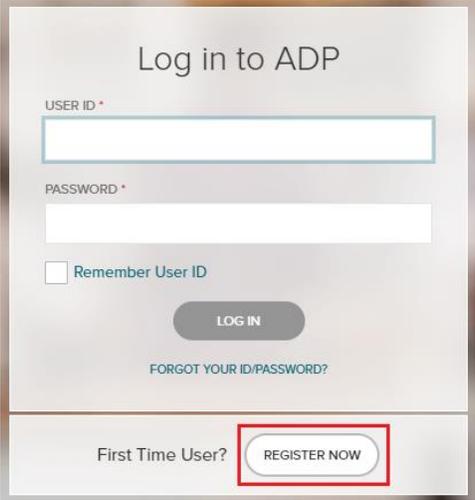
2. On your ADP service website, enter the registration code.
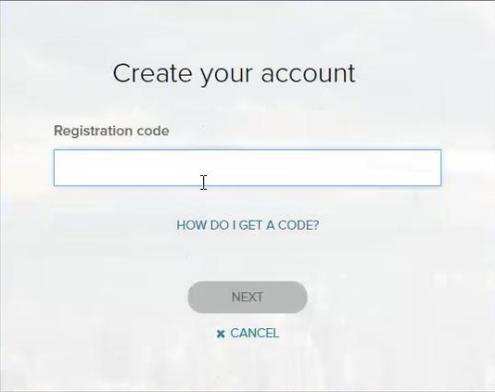
3. Enter your personal identity information and select the year of W-2s.

4. Answer identity questions to complete additional verification, if and when required.

5. Add your frequently used contact email address(es) and mobile number(s) in order to receive account notifications. (You will get notification when W-2 forms are available when you have enrolled in notifications)
Note: Users providing a unique email and a unique phone number <u>will not be</u> required to set up security questions and answers.

6. Set up your user ID and password for your account.

7. Click **Create Your Account** to complete the registration and set up your ADP account. Use your user ID and password to access your ADP service(s).
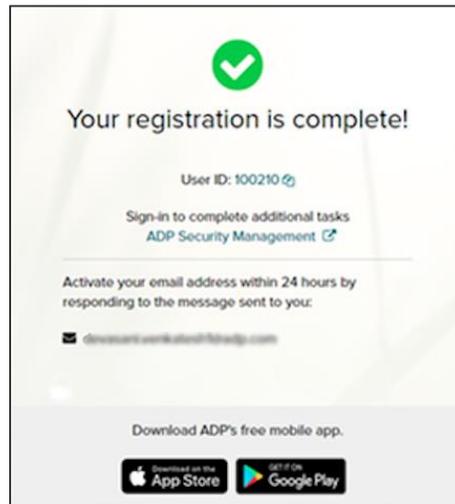
8. Activate Your Email Address

During registration, if you provided a unique email address that is not shared by others in your organization, you will receive an activation email from ADP. Follow the instructions in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

9. Activate Your Mobile Phone

During registration, if you provided a unique mobile phone number that is not shared by other users in your organization, you will receive a text message from ADP and reply with the code to complete the activation. In some countries, your activation process will differ; so, please follow the instructions in the text message in order to activate your mobile number.

Forgot Your User ID/Password?

If you forget your login information, you can use the "Forgot Your User ID/Password?" link on your ADP service login page.

1. Enter your first name and last name exactly as they exist in your Suffolk University's records. You will also be asked to enter an email address and/or mobile phone number associated with your account.

Upon successful verification of the information that you entered, your user ID will be displayed.

2. To reset your password, select the "I don't know my password" option and choose an option:
   - **Option 1 – Receive Security Code - get and enter a code within 15 minutes**
     - If your email address or mobile phone number is unique, and you have access to it.
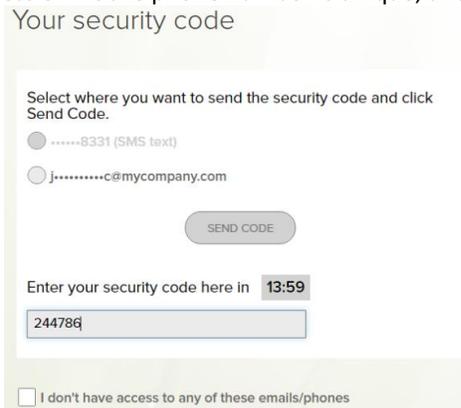
   - **Option 2 – Answer Your Security Questions**
     - If your email address or mobile phone number is not unique within your organization's records, or you do not recognize or have access to them.

3. Upon successful verification of your response, you will be prompted to enter and confirm your new password.

Locked out of my.adp.com portal

Call the Payroll Department at 617-573-8329 to reset your my.adp.com account.