



RECEIVING W2 STATEMENTS ELECTRONICALLY

You have authorized Kimco to provide you with electronic delivery of your W-2 tax return document. Kimco make this document available to you on-line through Kimco's Associate Service Center at www.kimco.com. This will eliminate the chance of your W-2 getting lost and/or being delayed in the mail, and will also help our environment.

You will be able to access the Associate Service Center on any computer that can connect to the internet. This means you will have access to your most up-to-date information 24 hours a day, 7 days a week.

Since you will now be able to access this information on-line through Kimco's Associate Service Center at www.kimco.com Kimco will no longer mail paper W-2's

Your W-2 forms from Kimco will be available on-line through Kimco's Associate Service Center for all subsequent tax years unless changed by you in written and/or electronic communication to Kimco's Human Resources department at humanresources@kimco.com or 17872 Cowan Avenue, Irvine, CA 92614.

- **How to access and print your W-2**

1. Log onto www.kimco.com
2. Select **Payroll Center** which is located in the bottom right hand corner
3. Click on the link to W2 information
4. **Current Paycard holder** will use existing Username and Password
 - Once signed in, you'll have access to view and/or print your W2
5. **New User** will select "Setup My Account"
 - If you've never been assigned a Paycard, select NO
 - Enter your last name and Social Security Number
 - Once signed in, you'll have access to view/and or print your W2
6. **Prior Paycard holder**
 - If you were assigned a Paycard in the past but have no idea of the card number, user ID, or password call Global Cash Card @ at1-866-395-9200, and customer service will help you reset your account so you can view your W2.