

BRAVO DEVELOPMENT, INC

Dear Team Member:

We are pleased to announce ADP W-2 Services, a new benefit for all associates. Through ADP, our W-2 provider, we are able to offer you access to your W-2 forms 24 hours per day, 7 days a week.

2009 W-2's will be available after February 2nd, 2010.

How to Register on ADP W-2 Services

1. Go to <https://w2.adp.com>.
2. Click "Register Now".
3. Enter the **Registration Pass Code** which is: **bravodev-online**
4. Enter your Name, Full Social Security Number, and Birth Date.
5. Select **W-2 Services** as the Service.
6. The following information is required:
 - Employee ID # = **Your Social Security Number**
 - Company Code - **VYQ**
 - Employee Zip Code (at time of employment)
 - Tax Year = 2009

You will be prompted to complete a registration process during which you will select a unique password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. Additionally, you will be assigned a system generated User ID. **Once you have completed the registration process, you should "Bookmark" or "Add to your Favorites" the new URL, <https://w2.adp.com>.**

- ❖ **If you do not have internet access, please call ADP after February 2nd, 2010 at their toll free number 1-800-422-9410 and they can mail you a copy of your 2009 W-2.**

We hope you will enjoy this new feature. We appreciate the opportunity to provide you with this exciting new way of viewing your year end information.

Sincerely,

Vicki L. Smith
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