

**REQUEST FOR DUPLICATE W-2
CURRENT YEAR ONLY (Tax Year 2009)
For Employees of Pro Staff, Dobbs Temporary Services ONLY!**

You have two options if you require a duplicate copy of your 2009 W-2. You may access your W-2 either online or over the phone.

To obtain a copy of your current year W-2 over the phone:

1. Call our toll-free automated phone line at 1-877-325-9239.
2. For English, press 1 or say 'English'.
For Spanish, press 2 or say 'Spanish'.
3. Enter or say your Social Security Number.
4. Enter or say your PIN (the default is your employee ID).
5. Press 1 or say 'Yes' for the current tax year.
6. Press 1 or say 'Yes' for Pro Staff (Dobbs Temporary Services).
7. Press 1 or say 'Reprint' for a reprinted copy of your W-2.
8. Press 1 or say 'Fax' for a faxed copy of your W-2.
Press 2 or say 'Mail' for a mailed copy of your W-2.
9. Follow the remaining instructions to have your W-2 faxed or mailed to you.

To obtain a copy of your current year W-2 online:

1. Go to our home page at www.prostaff.com
2. Click on the 'ePayroll' Login
3. Enter your Social Security Number
4. Enter your PIN. (The default is your Employee ID.)
5. Complete the FORCED CHANGE PIN process.
6. Select 'W-2 Services'.
7. Click 'W-2 Reprint'.

(Note: You are allowed one free copy of your current year W-2. If you require more than one additional copy of your W-2, you must select the option 'Consent for Online Delivery' and complete the remaining instructions. You will then have unlimited access to your W-2 for the remainder of the tax year.)

8. Next to '2009 Form W-2', select your preferred delivery option.
9. Follow the remaining instructions to download your W-2, or to have your W-2 faxed or mailed to you.