

## MyADP Website

You will use MyADP to view and manage your pay and payroll taxes. With MyADP, you can:

- View, save & print your pay statements and annual tax statements(W-2)
- Sign up to receive email notifications when your statements have posted
- Fill out your federal W-4 and state tax withholding forms
- Manage your electronic pay methods (direct deposit and paycard)
- If applicable, view your paycard transactions, balance, and monthly statements

## Available Pay Methods

You can choose any of three pay methods: paycard, direct deposit, or paper check. You can update your pay method at any time.

If you work in one of the states listed below, you will automatically be paid by paper check unless you sign up for direct deposit or a paycard. Paper checks will be mailed to your home address.

California	Connecticut	Delaware	Georgia	Hawaii	Illinois	Iowa
Maryland	Minnesota	Montana	New Hampshire	New Jersey	Nevada	New York
Oregon	Pennsylvania	Rhode Island	Texas	Vermont	Virginia	West Virginia

If you do not live in one of the states listed above, you will automatically be signed up for a paycard to receive your pay\*. Your personalized Visa paycard will be sent to your home address within 7-10 business days after your date of hire. **The paycard is voluntary. You can choose not to be paid by paycard.** You may **opt out** by signing up for another pay method.

## Steps to Get Started

**To access MyADP: Visit MY HR ([hr.bestbuy.com](http://hr.bestbuy.com)). Click on MY PAY then View/Manage Pay.**

### 1. Change your pay method, if desired:

- **Direct Deposit:** Have your direct deposit information ready. If you do not have a personal check to reference your routing and account numbers, contact your bank for assistance. Visit MY HR and search: Direct Deposit for detailed instructions.
- **Paycard:** Visit MY HR and search: Paycard for detailed instructions.
- **Paper Check:** Visit MY HR and search: Paper Check Request Form. You must be on the Best Buy network to use this form.

### 2. Complete and submit your W-4 Forms to set up your state and federal tax withholding (see page 2).

**If you have any problems logging in to MyADP or completing the Paper Check Request Form, call the HR Support Center at 1-866-MY-BBY-HR (1-866-692-2947), Monday – Friday from 8 a.m. to 7 p.m. CT.**

\*You received the paycard Terms and Conditions (with the fee schedule) with your offer letter. These will apply if you are paid via paycard. Watch for your paycard in the mail. Complete details on how to activate your paycard and access funds are included with your new card. If you have not received it within 10 days, for assistance call Cardholder Services at 1-866-313-6901.

## How to Set Up Your State and Federal Tax Withholding

Complete your W-4 forms as soon as possible to ensure the appropriate tax deductions are withheld from your paycheck. For additional details and instructions, go to MY HR ([hr.bestbuy.com](http://hr.bestbuy.com)) and search W-4.

1. Go to MY HR ([hr.bestbuy.com](http://hr.bestbuy.com)). Click on **MY PAY** then **View/Manage Pay** on the right-hand side.
2. In MyADP, click on the **Pay** icon and then the **Update Your W-4** link. This will open a new sign-in window (enter your same network ID and password). The Employee Information Screen should appear. Verify your address, and click **Continue to Forms** at the bottom to continue.
3. For first time users, you will receive a popup question asking if you are a nonresident alien.  
*If you are an alien individual (that is, an individual who is not a U.S. citizen), specific rules apply to determine if you are a resident alien or a nonresident alien for tax purposes. You can review form 8233 on the IRS website for instructions and a full definition of who is a nonresident alien to determine if you should answer yes or no.*
4. A prompt will appear to create a W-4 form. Click **Create**.
5. Select your Marital Status and if you know the number of allowances you wish to claim, enter the allowances in the yellow highlighted box. Use the **Finish Later** or **Preview** buttons as needed, then click **Submit to Employer** when you are finished. (Note: if you choose to finish later, a **Resume** button appears when you come back to the form.)
6. If your state or local entity requires a W-4 form, click **Continue** at the bottom to proceed with the state forms. Click **Yes**. *Employees living in the following states do not complete a State W-4 form: Alaska, Florida, Nevada, New Hampshire, South Dakota, Tennessee, Texas, and Washington and Wyoming.*
7. You will see your state and local W-4 form listed, if applicable. Click **Create**.
8. Complete the form and click **Submit to Employer**. You will see this confirmation: "You have successfully completed and signed the form! Are you ready to submit it to your employer?" Click **OK**.
9. From the main page, click **View/Update Current EForms** on the left to view your submitted forms. Each is displayed with the date/time stamp of submission.

Changes to your W-4 will take 1-2 pay periods to be effective on your next paycheck. To learn more about taxes, visit the IRS web site (<http://www.irs.gov>). You are responsible for ensuring your taxes are correct. All tax filing fees are the responsibility of the employee.

## Pay and Tax Statements

MyADP will retain pay statements and W-2 tax statements for three years, and access to MyADP will end upon termination of employment. To ensure you always have access to your pay and tax information, Best Buy recommends that you retain a copy by saving or printing the documents you need.

- **Pay Statements:** You can print at any Best Buy location free of charge. To receive paper pay statements mailed to your home address, go to MY HR ([hr.bestbuy.com](http://hr.bestbuy.com)) and click **MY PROFILE**, then **Update My Profile**. Scroll down to Paper Pay Statement. Select **Yes**, then **Save**.
- **W-2 Statements: Go Paperless!** To opt out of receiving a paper copy of your W-2 year-end tax statement in the mail, in MyADP click on the Pay icon and select **Receive Paperless Statements**. Whether you opt out or not, you will have free unlimited electronic access to your W-2 through MyADP.