

# CONSENT TO ELECTRONIC FORM W-2



Did you know that you can opt out of a paper Form W-2? No more waiting for your W-2 in the mail or for your manager to deliver. Also, by opting out of paper, you can always access your W-2 anytime, anywhere. You no longer have to keep track of a slip of paper. Of course, it's also better for the environment.

**Yes, this is legal as long as you consent!** It is covered in IRS Publication 15-A under the Reminders section on Furnishing Form W-2 to employees electronically (<https://www.irs.gov/publications/p15a/ar01.html>).

Consent to receive electronic only Form W-2 from your profile or mobile device.

## To consent to electronic Form W-2 from your profile:

**NAVIGATION:** Menu > Pay > W-2

1. From **Things I Can Do**, select **Change W-2 Consent Form**.
2. From the **Form W-2 Wage and Tax Statement Consent** page, select the option to receive your Form W-2 electronically.

Form W-2 Wage and Tax Statement Consent

save cancel print help

**Information**

- Per your election, your employer is providing you with a paper copy of your U.S. Form W-2 which you can file with your Federal, state or local tax returns.
- If you do not consent to receive your Forms W-2 electronically, you will receive a paper Form W-2. Consent applies to all Forms W-2 and W-2C issued after consent is given and will remain until consent is withdrawn by changing your election. To obtain a paper copy you may change your election at any time; however changes will not take effect for forms already issued. You can withdraw consent to online delivery at any time by changing the selection on this page and clicking the Save button.
- The provision of an employee's Form W-2 by electronic format may or may not cease upon cessation of individual's employment. Contact your employer for details.
- Please contact your manager if you have any questions about your options receiving a Form W-2.

U.S. W-2

Go Paperless! I consent to receive my Form W-2 electronically.

I want to receive a paper copy of my Form W-2.

Things I Can Do

FOR THIS TAB SET

- [Add Direct Deposit](#)
- [Change Pay Statement Preference](#)
- [Add/Change Withholding Form \(W-4\)](#)
- [Change W-2 Consent Form](#)

Quick Tours and Tips <sup>2</sup>

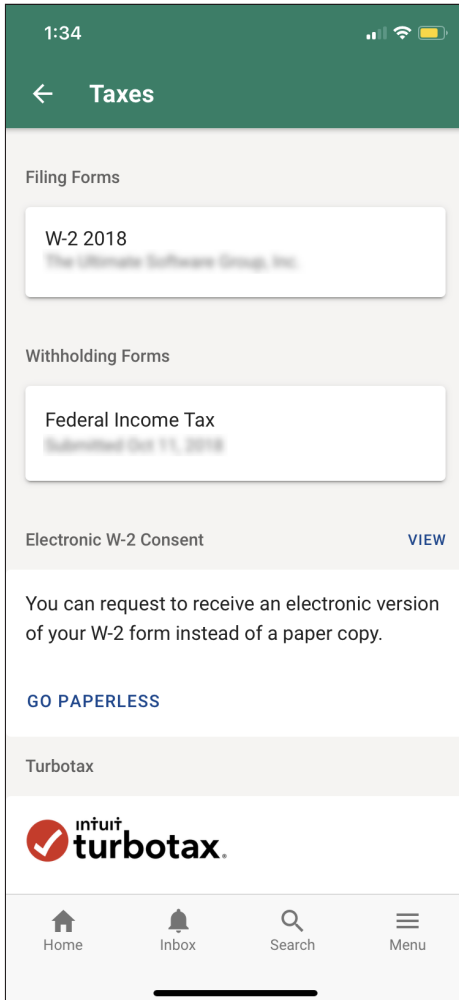
- [Pay Section Overview](#)
- [Add a Direct Deposit Account Tour](#)
- [View Your Form W-2 Tour](#)

3. Select **Save**.
4. From the **Summary** page, select **Submit**.

## To consent to electronic Form W-2 from mobile device:

**NAVIGATION:** Home > Pay > Taxes

1. From the **Taxes** section, select **View All** to make the **Go Paperless** option visible.
2. Select Go Paperless. A confirmation message appears.
3. Select **OK**.



In January, we'll notify you once your electronic Form W-2 information is available for you to view. You can print as many copies as you need to attach to your personal tax return. If you lose it, just print another copy. There is no need to wait for a new copy to be mailed to you.