

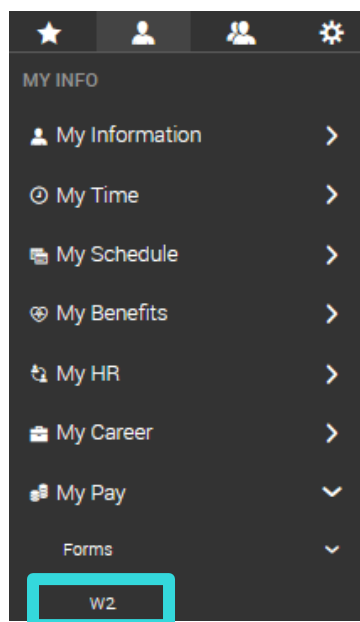
W2 Electronic Consent

Employee Job Aid

The IRS requires an employee to opt out of receiving a paper W2 form by indicating their consent to receive the form electronically. Electronic consent allows you to receive your W2 form more quickly and easily access the form for online filing. It also provides added security for you, as your social security number and address are not traveling through the mail system on a paper form.

To give your consent to receive the form only electronically and not have a paper form mailed, follow the instructions below.

1 make sure to log in to your account and navigate to **My Pay >> Forms >> W2**.



2 select **Electronic Consent** from top right of screen

A blue rectangular button with the text 'ELECTRONIC CONSENT' in white, all-caps font.

3 check off **Receive Form W2 Electronically**

A light gray dialog box titled 'Electronic Consent' with a close button (X) in the top right. Below the title is an information icon (i) and a text block: 'If you choose to receive your Form W-2 electronically, your consent will be valid for all subsequent tax years unless consent is revoked by you. You will be notified by your payroll administrator when your form is available.' At the bottom, there is a checked checkbox labeled 'Receive Form W2 Electronically'.

4 enter your password when prompted

A light gray dialog box titled 'Electronic Consent Confirm' with a close button (X) in the top right. Below the title is an information icon (i) and a text block: 'Please type your (Christina Messina) password to confirm.' Below this is a label 'Password *' and a yellow password input field with a series of dots.

5 confirm success!

A green header bar at the top. Below it is a green circular icon with a white checkmark. To the right of the icon is the text 'Hooray!' in bold green, followed by 'System was updated to indicate that you want to receive Form W2/1099 electronically.' At the bottom right is a blue 'OK' button.