

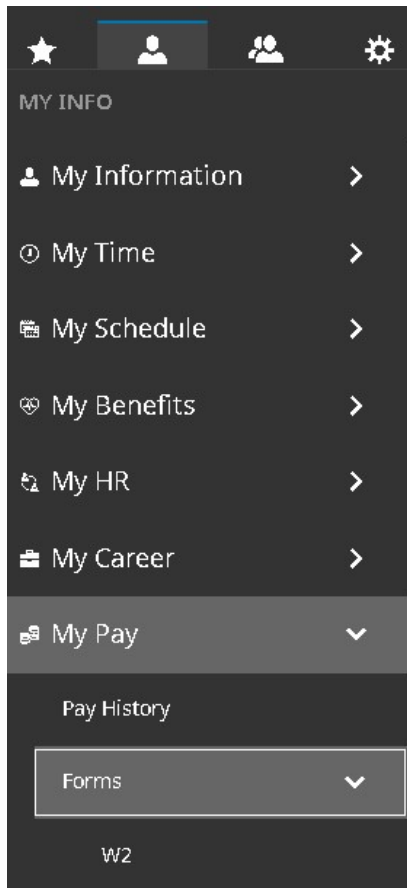
W2 Electronic Consent

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 through accessing the form online. 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 receive a paper form, follow the instructions below.

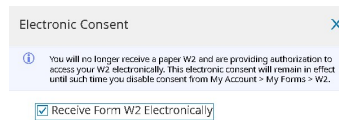
1 Log into your account and navigate to **My Pay>Forms>W2**



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



3 Select Receive Form W2 Electronically and save



4 Enter your password



5 You have successfully registered to receive your W2 Electronically