

# W2 Electronic Consent Toolkit

**IRS Publication 1141** allows employers to provide an electronic copy of the Form W2 to their employees that have consented to receive the W-2 electronically.

Electronic consent will replace the need to provide a paper copy of the W2 Form to the employee.

This toolkit is designed to help employers set up an electronic consent campaign to encourage their employees to enroll in electronic consent and allow both the employer and the employee to benefit from the electronic delivery of the Form W2.

## **Benefits of enabling electronic consent:**

- \* All delivery methods from the USPS to the National Carriers are experiencing delays in delivery. Electronic consent provides employees with access to the W2 Form earlier than the traditional paper process.
- \*Eliminates the chance of the W2 Form being lost, misdirected, or delayed via mail.
- \*Employee can print or download additional copies, free of charge, at any time!
- \*Cost savings to the Employer (Savings on shipping/ mailing costs)

## **Let's start your campaign!**

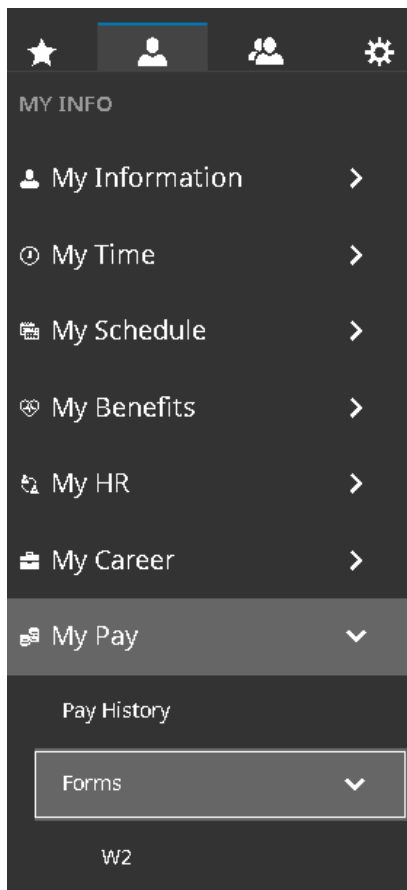
# W2 Electronic Consent

## 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 thru 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 have a paper form mailed, follow the instructions below.

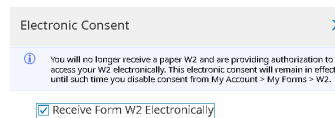
**1** Log into your account and navigate to **My Pay>Forms>W2**.



**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

# 1095 Electronic Consent

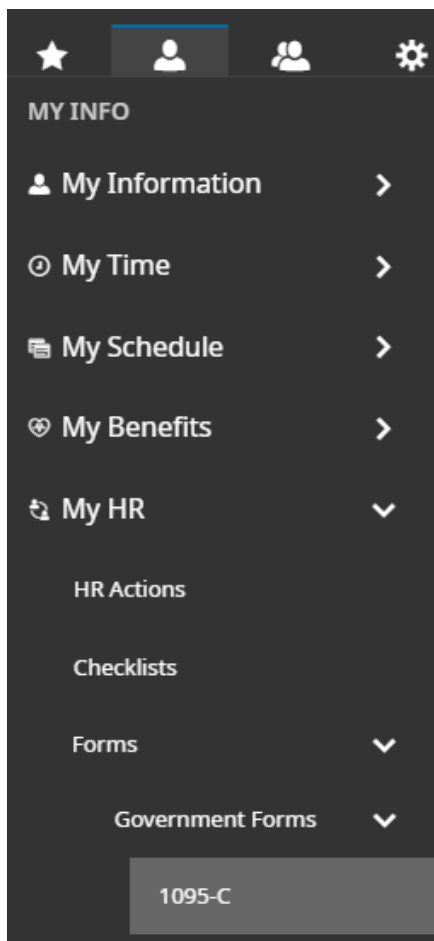
## Employee Job Aid

The IRS requires an employee to opt out of receiving a paper 1095 form by indicating their consent to receive the form electronically. Electronic consent allows you to receive your 1095 form more quickly and easily thru 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 have a paper form mailed, follow the instructions below.

**1** Log into your account and navigate to:

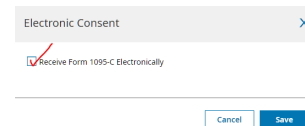
My HR >Forms>Government Forms>1095C



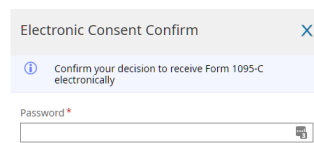
**2** Select **Electronic Consent** from top right of screen



**3** Put a check mark in the box to receive Form 1095-C Electronically



**4** Enter your password and confirm



**5** You have successfully registered to receive your 1095-C Electronically