

→ Don't miss out ←

# Sign up to receive your W2 ELECTRONICALLY!

## 1. How do I sign up for Electronic W-2?

- Log on to PeopleSoft.
- Select: Main Menu
- Select: Self Service
- Select: Payroll and Compensation
- Select W-2/W-2 Consent
- Check the box to Electronically Receive W2 and W-2c forms.
- Click Submit
- Your current status will change to “Consent Received”

## 2. What is the deadline for signing up for Electronic W-2?

The deadline for signing up for Electronic W-2 is 12/31/2018.

## 3. If I sign up, how will I get my W-2?

- An email will be sent out in January with the subject line “IMPORTANT TAX RETURN DOCUMENT AVAILABLE”
- Once you receive this email you may log on to PeopleSoft.
- Select: Main Menu
- Select: Self Service
- Select: Payroll and Compensation
- Select: View W-2/W-2c Forms
- Select the W-2 you wish to view and/or print
- NOTE: The “Notice to Employee” statement is normally found on the back of your W-2. The IRS requires this information be provided to all employees. To obtain this Notice:
  - Select: Notice to Employees

## 4. Once I agree to receive my W-2 electronically, do I have to sign up every year?

No. Once you consent to receive your W-2 electronically, you will continue to receive it electronically until you revoke your consent or your employment is terminated.

**5. What do I do if do not want to receive it electronically after I gave consent?**

- Log on to PeopleSoft.
- Select: Main Menu
- Select: Self Service
- Select: Payroll and Compensation
- Select W-2/W-2 Consent
- Check the box “Check here to withdraw your consent to receive electronic W-2 and W-2c forms.”
- Click Submit
- Your current status will change to “Consent Withdrawn”

**6. What are the benefits of receiving my W-2 electronically?**

- Provides earlier access to the W-2 form.
- No possibility your W2 might be lost, stolen, delayed or returned by the U.S. Postal Service.
- Your W2 is available in a secure setting for viewing and printing.
- Reducing the number of paper W2s will cut the cost of printing and postage.

**7. Helpful reminders:**

- Employees who consented to receive their W2 online last year do not need to consent this year. Employees only need to consent once.
- All addresses **MUST** be updated within PeopleSoft to ensure the W2 reflects the correct address on file. Please review the address on your paychecks and contact Payroll with any changes.
- Terminated employees will be mailed a W2 regardless of their consent status.