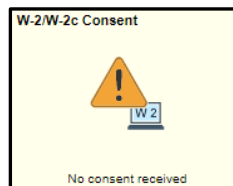


1. From the Employee Self Service homepage, select the Payroll tile.




2. Select the W-2/W-2c Consent Tile



3. Check or uncheck the box to change your consent for electronic W-2 delivery. If you consent for electronic delivery, a paper W-2 will NOT be mailed to you. Please note: the text may read differently depending on your current W-2/W-2c consent status. Click "Submit" when finished.

W-2/W-2c Consent Form

 You currently receive W-2 or W-2c paper forms by mail

You must complete this consent form to receive Form W-2 electronically. If you do not submit a consent form or a withdrawal of consent form, the Payroll Department will process your year-end forms based on the information currently on file. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued.

If you have any questions, please contact your Payroll Administrator.

I consent to receive W-2 or W-2c forms electronically

4. After clicking "Submit," you will receive a prompt to enter your password. In addition, you will receive an on-screen message along with an email indicating your W-2/W-2c choice has been set.