

My Toolkit



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Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Payroll office.

A paper copy of your W-2 may be obtained by contacting the Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Payroll office.

Selection Criteria

My Choice**Consent to receive W-2 electronically:**

1. Check this box

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

2. Click on Submit