



## Electronic W-2 Consent Form

The University Corporation is required by the IRS to furnish all Employees with a Form W-2 for each calendar year. The Form W-2 details the Employee's compensation and tax withholding amounts for the year. Employees may choose to receive their Form W-2 electronically in lieu of the paper version.

Please read all of the following information and provide your consent to receive Form W-2 in electronic format by signing the statement below.

### What are the benefits of receiving an electronic Form W-2?

- You are protecting your identity! This legal document contains your social security number and annual earnings, which may be compromised in the event it is lost in the mail or misplaced.
- You have access from a secure website at any time for not only the current tax year but the prior three tax years.
- You have access to your W-2 earlier than receiving it via mail. By law, W-2s must be mailed no later than January 31<sup>st</sup>.

### Disclosure Notice:

- IRS regulations require that employees must affirmatively consent to receiving their Form W-2 electronically.
- An employee who consents to receiving his/her Form W-2 online will not receive a paper copy. If an employee does not consent to electronic delivery, he/she will continue to receive a paper copy of Form W-2.
- An employee who elects to receive his/her Form W-2 online can also receive a paper copy of Form W-2 by submitting a written request to payroll at [tuc.payroll@csun.edu](mailto:tuc.payroll@csun.edu). Request for a paper copy does not withdraw the Employee's consent for electronic delivery of future Form W-2s.
- An employee's consent to receive Form W-2 by electronic format will remain in effect unless a written withdrawal is received. An employee can withdraw his/her consent and request a paper statement at any time. An employee can withdraw his/her consent to online delivery by emailing [tuc.payroll@csun.edu](mailto:tuc.payroll@csun.edu). If consent is withdrawn, it will be effective only for those Form W-2s not yet issued.
- All employees should be aware that the Form W-2, even when provided electronically, may need to be attached to their annual tax returns, including federal, state and local tax returns. Employees may print as many copies as needed from ADP iPay at <https://online.adp.com/ipay/login.html>.
- The hardware and software requirements needed to access the W-2 statement electronically include an internet connection, web browser, and Adobe Acrobat reader or similar PDF reader software.

It is the employee's responsibility to notify Human Resources of any changes to their personal contact information by emailing [tuchr@csun.edu](mailto:tuchr@csun.edu) or by submitting the Request for Change of Personal Data Form found on the Human Resources website: <https://www.csun.edu/tuc/hr-forms>. Employees will be notified of any changes to The University Corporation's contact information.

**I understand that by signing below, I consent to receive Form W-2 in electronic format in lieu of receiving a paper copy. I also understand that I may withdraw my consent as outlined above.**

---

Employee Signature

---

Employee Name (please print)

---

Employee ID