



Electronic W-2 Consent Form

Due to new IRS regulations, USD 450 needs your permission to send you your W-2 form electronically. Please read the entire notice and complete the three steps below to provide your consent to receive all future W-2's in electronic format.

USD 450 is required by the Internal Revenue Service (IRS) to furnish all employees with a Form W-2 Wage and Tax Statement each calendar year. The Form W-2 is used to complete the employee's annual tax returns. The Form W-2 may be required to be printed and attached to your Federal, State, or local income tax return. The Form W-2 Tax Statement details the employee's wages, tax withholding, and other important payroll information.

Benefits of Receiving Form W-2 Electronically:

- 1) Employees will receive their electronic Form W-2 earlier than they would if they received a printed copy.
- 2) Employees help the district save money by eliminating printing costs.

Disclosure Notices:

An employee who consents to receiving his/her Form W-2 electronically by email will not receive a paper copy of the W-2. If an employee does not consent, he/she will continue to receive a paper copy of the W-2.

An employee who chooses to receive his/her Form W-2 by email can change his/her mind and withdraw consent to online delivery. Consent can be revoked for future years by emailing your request to the Fiscal Dept. IRS regulations require that employees give their consent to receive the W-2 in electronic format. This process does not need to be repeated every year.

If you choose to receive your W-2 electronically it will be sent as a PDF via email to your USD 450 email address. You will open it just like you do your paycheck by entering the last 4 digits of your social security number when it asks for your password.

I agree to receive my W-2 electronically by email.
(YOUR PERSONAL EMAIL THAT IS CURRENTLY ON FILE)

I DO NOT agree to receive my W-2 electronically.

Printed Name: _____

Signature: _____

Date: _____