



Electronic Form W-2 Consent

- If an employee does not consent to receive an electronic version of Form W-2, he or she will be furnished a Form W-2 on paper.
- Provided the Form W-2's are not already printed when this consent form is received, the Electronic Form W-2 Consent is effective for Forms W-2 issued for the most current year and all future years until consent is withdrawn or the individual is no longer employed by the District.
- After giving consent, an employee may still request a paper Form W-2 by contacting the Payroll Office in writing. This may be done via email to brogers@everettsd.org or Inter-District Mail to the Payroll Office, Attn: Bev Rogers. The request for a paper Form W-2 will not terminate consent.
- An employee may withdraw his or her consent with 30 days' notice by sending a written confirmation of the withdrawal and its effective date. This may be done via email to brogers@everettsd.org or Inter-District Mail to the Payroll Office, Attn: Bev Rogers. The withdrawal of consent does not apply to a Form W-2 that was furnished electronically before the withdrawal of consent is furnished. Upon receipt of the withdrawal, the District Payroll Office will send a written confirmation of the withdrawal via District mail or email.
- An individual who has terminated his or her employment with the District will have access to their Electronic Form W-2 via Employee Online for 6 months beginning with their termination date. Past 6 months, a former employee may request an additional copy of the Form W-2, following the aforementioned methods of contacting the District Payroll office.
- Active District employees must update their mailing address immediately via Employee Online. A former employee must contact Everett Public Schools Payroll Office immediately with any updated contact information.
- The hardware and software requirements needed to access, print and retain Form W-2 electronically include an internet connection, web browser, and Adobe Acrobat reader.
- The electronic version of the Form W-2 will be available on the web site for at least 4 years from its original posting date.
- The Form W-2 may be required to be printed and attached to a federal, state, or local income tax return.

I hereby give consent to receive an electronic version of Form W-2.

LEGAL FIRST NAME: _____
LEGAL LAST NAME: _____
EMPLOYEE ID #: _____
LAST 4 DIGITS OF SSN: _____

Employee Signature

Date

Please return form to Bev Rogers, Payroll Manager