



# Electronic Form W-2

## Disclosure & Consent Statement

Everett Public Schools is required by the IRS to furnish all employees a Form W-2 Wage and Tax Statement each calendar year to be used in completion of the employees' annual tax returns. Employees may elect to receive their Form W-2 electronically online through the Employee Online System.

**Please read this entire notice and provide your consent to receive all future W-2 statements in electronic format only. By signing and then submitting this form to Payroll, you consent to receive the Form W-2 electronically.**

- If an employee does not consent to receive an electronic version of Form W-2, it will be furnished on paper and it will be mailed to the employee's home address. Only those employees who elect to start receiving electronic Form W-2's need to submit this form.
- The Electronic Form W-2 Consent Statement is **effective for W-2 forms issued for future calendar years** until consent is withdrawn or the individual is no longer employed by the district.
- After giving consent, an employee may still download a paper form W-2 by accessing the Everett Public Schools' Employee Online product. Electronic copies are stored from tax year 2011 through present. To receive a copy of a W-2 form prior to 2011, contact the Payroll Office. The request for a paper W-2 will not terminate consent.

**Note:** *For security reasons, we cannot fax or e-mail W-2 forms. They can be picked up in the Payroll Office with proper identification or they can be mailed via the U.S. Postal Service.*

- 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 or interoffice mail to the Payroll Office. 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 interoffice mail or email.
- An individual who has terminated his or her employment with the district will still have access to their Electronic Form W-2 via Employee Online for 6 months beginning with their termination date. Once an employee terminates, they will go back to receiving a paper Form W-2.
- 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. Individuals using Internet Explorer 10 or higher need to view the Employee Online website in compatibility mode.
- 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.

Employee Name: \_\_\_\_\_  
(please print)

Employee ID#: \_\_\_\_\_ and Last four digits of SSN: XXX-XX- \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**Please send signed consent form to the payroll office.**