



Electronic Form W-2

Disclosure & Consent Statement

The 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, you will be furnished a Form W-2 on paper and it will be mailed to your 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Electronic Form W-2 Consent Statement is **effective for W-2 forms issued for future calendar years** until consent is withdrawn or the individual is no longer employed by the district.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 request a paper form W-2 by contacting the Payroll Office in writing. This may be done via email or interoffice mail to the Director of Payroll and Fiscal Systems. 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 Director of Payroll and Fiscal Systems. 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 5 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.