

Consent to Electronic Delivery of Forms W2 – Wage and Tax Statement

Name of employer _____ .

Dear _____ :

IRS Regulations requires an employer to receive affirmative consent from its employees in order to deliver Forms W2 electronically. This correspondence will provide you with disclosures required under IRS Regulations. If after reading the disclosures below you choose to have your W2 delivered electronically, please return this consent form.

1) Name of Employee _____ .

2) Consent to electronic delivery: Yes (check the box indicating your consent)

IMPORTANT DISCLOSURE INFORMATION

1) If you do not consent to electronic delivery, you will receive a paper W2 in the mail, which will be delivered to the address that we currently have on file.

2) Your consent to electronic delivery will apply to all future W2s unless consent is withdrawn by you (see point 4 below).

3) If for any reason you would like a paper copy of your W2 after you have consented to electronic delivery, you may submit a request via e-mail (see #10 below) or send a written request to (see #11 below). Requesting a paper copy of your W2 will not be treated as a withdrawal of consent.

4) If you would like to withdraw your consent to electronic delivery, you may submit a notice via e-mail (see #10 below) or send a written request to (see #11 below). Your consent is considered withdrawn on the date the Employer receives your written request to withdraw consent. The Employer will confirm the withdrawal and its effective date in writing. A withdrawal of consent does not apply to a W2 that was e-mailed to you in accordance with IRS Regulations before the effective date of the withdrawal of consent.

5) The Employer will cease providing Forms W2 to you electronically if you provide a notice to withdraw consent, if you are no longer employed by the Employer or if regulations change to prohibit the form of delivery.

6) If you need to update your contact information that we have on file, e-mail the update to (see #10 below).

7) We will notify you if there are any changes to the contact information of the Employer.

8) You will need a computer, printer and Adobe Acrobat software to access, print and retain your W2.

9) Your W2 may be required to be printed and attached to a federal, state or local income tax return.

10) Contact email _____ .

11) Contact address _____ .

Sincerely yours,

Employee's signature

Date
