

Online W-2 Authorization Form

Employers are required by the IRS to furnish all employee's with a Form W-2 for each calendar year. The Form W-2 details the employee's compensation and tax withholding amounts for the year. Employees may choose to receive their Form W-2 electronically in lieu of the paper version.

Please read all of the following information and provide your consent to receive all future Form W-2s in electronic format only by signing the statement below.

What are the benefits of receiving an electronic Form W-2? There are multiple benefits to receiving an electronic Form W-2:

- Online delivery reduces the chance that the Form W-2 will be lost, delayed, or misdirected during delivery or after receipt.
- You have access from a secure website at any time, no matter where you are.
- You are contributing to reducing expenses associated with the processing and delivery of Form W-2.
- How do I consent to receive only an electronic (online) version of Form W-2? IRS regulations require that employees must affirmatively consent to receiving their Form W-2 electronically.
- At this time, your consent must be made on paper.
- Upon receipt of your consent, we will send a link to access our employee portal to the e-mail address indicated on the consent form. **You will have 24 hours to setup your password using the link.**
- You can withdraw your consent and request a paper statement at any time.

Disclosure Notices

- An employee who consents to receiving his/her Form W-2 online will not receive a paper copy.
- If an employee does not consent to electronic delivery, he/she will continue to receive a paper copy of Form W-2.
- There is a fee to obtain additional copies of your Form W-2.
- Request for a paper copy does not withdraw the employee's consent for electronic delivery of future Form W-2s.
- An employee who elects to receive his/her Form W-2 online can withdraw his/her consent to online delivery.
- An employee's withdrawal of consent must be in writing and will be effective on the date received by the Payroll Department.
- If consent is withdrawn, it will be effective only for those Form W-2s not yet issued.
- Consent may be withdrawn by sending a written notice to the above address.
- If an employee's employment with Professional Business Services, Inc. is terminated, the employee's consent to receive an electronic W-2 will remain in effect unless a written withdrawal is received as set out above.
- Employees will be promptly notified if any contact information changes.
- It is also the employee's responsibility to notify Professional Business Services, Inc. of any changes to their personal information via mail or by submitting a Change Form including address, marital status, email address, etc.
- An employee's consent to receive Form W-2 by electronic format will remain in effect unless a written withdrawal is received.
- All employee should be aware that the Form W-2, even when provided electronically, may need to be attached to their annual tax return, usually Form 1040.
- Employees may print as many copies as needed from the website.
- Your Form W-2 is generally available via the website by January 25th of each year for the prior year. The electronic version will be available online through October 15 of each year.

I understand that by signing below, I consent to receive Form W-2 in electronic format in lieu of receiving a paper copy. I also understand that I may withdraw my consent at any time by submitting written notification to the address listed above.

Employee Name (please print)

Employee #

Social Security Number: _____-_____-_____

E-mail Address: _____

(Email address must agree to documents signed upon hiring or, the Change Form previously submitted. If you have not submitted an Employee Change Form, submit the Employee Change Form along with this signed document.)