Giving Consent to Receive Electronic Form W-2

Federal regulations require that employees give their consent to receive their W-2 in an electronic format. If consent is not given or a withdrawal of consent received, the Payroll Department will process a paper Form W-2. After consent is given, it will remain valid unless a withdrawal of consent is submitted. When employment is terminated or if electronic access to forms is discontinued, a paper W-2 form will be produced and mailed.

It is the employee's responsibility to inform the appropriate department of changes to their name, address, or social security number. These changes must be reflected in the PeopleSoft system at the time the electronic W-2/W-2c is produced.

Electronic Form W-2/W-2c may be required to be printed and attached to a federal, state, or local income tax return.

Electronic forms W-2/W-2c will be available via the myProfile application in Employee Self-Service no later than January 31.

An email notification with the subject line, IMPORTANT TAX RETURN DOCUMENT, will be sent when the electronic Form W-2 is available. Consent can be given by taking the following steps:

1. Log into the Employee Self-Service myProfile. Click on myProfile



2. Click on myPay. Click on menu item, W-2/W-2c CONSENT

Menu 🗖			
Search:	<u>Main Menu</u> >		
▼ mvProfile	myProfile		
▶ myInfo	Navigate to your self service information and activities.		
D mýPay D myBenefits	myInfo Review and update your personal information. Personal information Summary Home and Campus Addresses Phone Numbers Email Addresses Email Addresses Martial Status Marte Change Ethnicity	myPay Review your pay and compensation history. View your direct deposit and other deduction or contribution information. Update your W-4. Request a duplicate copy of your W-2. View Paycheck View Lawe Accruals View Leave Accruals Wiew Direct Deposit W-4 Tax Information W-2W-2c Consent W-2Reissue Request View W-2W-2c Forms	 myBenefits Enroll in benefits. Review health, insurance, savings, pension or other benefits information. Review dependent and beneficiary information. myBenefits Enrollment myBenefits Confirmation myBenefits Summary

3. Click on the consent box and then click on the SUBMIT button.

W-2/W-2c Conse TEST EMPLOYEE NAME	nt Form	
Submit or withdraw your cons	sent to receive electronic W-2 or W-2c forms.	
Your consent status to receive	e electronic form W-2 is noted below.	•
Your Current Status:	your consent to receive electronic W-2 and W-2c forms. Advance to View W2/W2c Form	
Return to myPay		

4. REVALIDATE your password then click on the CONTINUE button.

Verify Identity
To protect your privacy, verify your identity by typing your password. If you are not this user, click Sign Out.
User ID: C1000000
Password:
Continue Cancel

5. Click on OK when the SUBMIT CONFIRMATION page is displayed and you will be taken back to the W-2/W-2c CONSENT FORM page which will now display your consent status as Consent Received. You will receive a confirming email.



6. Click on Advance to View W2/W2c Form to view/print available forms.

W-2/W-2c Consent Form TEST EMPLOYEE NAME				
Submit or withdraw your consent to receive electronic W-2 or W-2c forms.				
Your consent status to receive electronic for	m W-2 is noted below.			
Your Current Status: Consent received.				
Check here to withdraw your consent to receive electronic W-2 and W-2c forms.				
Submit	Advance to View W2/W2c Form			
Return to myPay				

Adobe Reader is required to view the form and they are displayed as pop-ups. If you are unable to view your W-2/W-2c form, review and update your browser and/or toolbar pop-up settings to allow pop-ups or hold the keyboard CTRL key down while clicking on the Year End Form link until the pop-up window appears.

REMINDER - ALWAYS PROTECT YOUR SENSITIVE INFORMATION.

If you have any questions, please contact the Payroll Department at 216 687-3611 or at payroll@csuohio.edu. All technical questions should be directed to the IS&T help desk at ext. 5050.