

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.

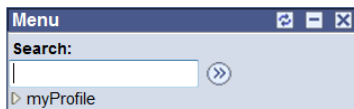
It is the employee's responsibility to inform the appropriate department of changes to their name, address, or social security number. These changes must be reflected in the PeopleSoft system at the time the electronic W-2/W-2c is produced.

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



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

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 form W-2 is noted below.

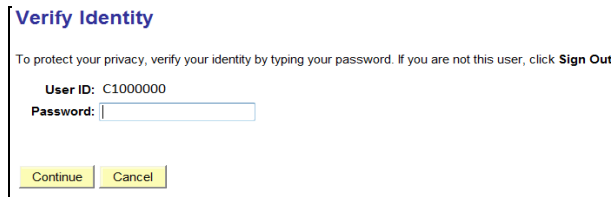
Your Current Status:

Check here to indicate your consent to receive electronic W-2 and W-2c forms.

[Return to myPay](#)

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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:

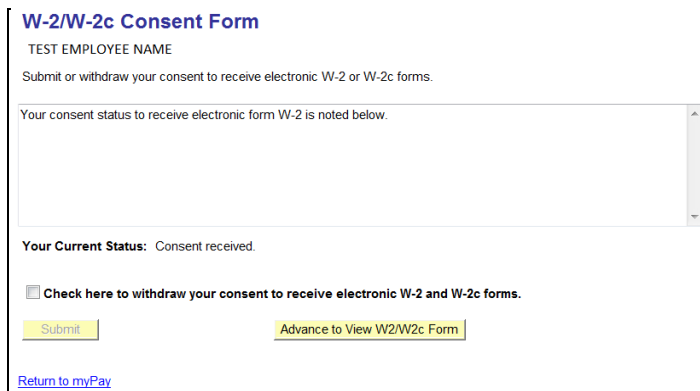
5. Click on OK when the SUBMIT CONFIRMATION page is displayed and you will be taken back to the W-2/W-2c CONSENT FORM page which will now display your consent status as Consent Received. You will receive a confirming email.



Submit Confirmation

 The Submit was successful.

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 form 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.

[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.