

Consenting for Access to Electronic W-2 Forms in Employee Self Service (ESS)

If you have not yet consented to receive your W-2 information electronically through ESS, it is as easy as 1-2-3...just follow the steps below. You only need to consent once and your consent remains in effect until it is withdrawn, or upon retirement, termination or death. Your W-2 form (and up to 5 years of prior W-2 forms) will be available immediately in ESS once you complete the consent!

 You currently receive W-2 or W-2c forms electronically

As a result of withdrawing consent, you will be unable to access electronic W-2/W-2c forms and paper W-2/W-2c forms will be mailed in accordance with IRS deadlines to the address located under the tile titled 'View Personal Information'. If your mailing address is not correct, contact your Human Resources department to update the information.

If you have any questions, please contact your Human Resources department.

Thank you,

