

Electronic W-2 Consent Instructions and Disclosures

Salt Lake Community College is required by the IRS to furnish all employees with a Form W-2 for each calendar year. Employees have the **option** of receiving their W-2 through the Employee Dashboard. If this option is selected, a paper Form W-2 will not be sent through the US Postal Service (USPS).

Please read this entire Notice before deciding whether to provide your consent to receive all future W-2 statements only in electronic format.

Benefits of Receiving Form W-2 Electronically:

- Eliminates the possibility of an employee's Form W-2 being lost, stolen, delayed or misplaced by the USPS or by the employee.
- Access is available at the same easy-to-use, secure web site at which an employee can access their wage and general account information.
- If enrolled in the electronic W-2 program, the employee can reprint their W-2 as often as needed.
- Multiple levels of security, including the employee's user name and password, protect all information within the Employee Dashboard.

Disclosure Notices

- An employee who consents to receiving the Form W-2 online will not receive a paper copy of the W-2 through the USPS.
- An employee's consent to receive the Form W-2 online will be valid for all subsequent tax years unless consent is revoked by the employee.
- If an employee does not consent, they will continue to receive a paper copy of the Form W-2 through the USPS.
- An employee who chooses to receive their Form W-2 online can change their mind and withdraw consent by sending an email to payroll@slcc.edu. Future Form W-2's will be mailed; however, access to Form W-2 online will be prohibited, without consenting.

Consent Instructions

- The IRS has approved the use of electronic W-2 statements; however, employees must provide their **consent** to receive their W-2 in electronic format in lieu of paper form.
- If you wish to receive your W-2 statements in electronic format, follow the instructions given below:
 - Go to MySLCC
 - Enter User Name and Password. Click Login.
 - Select Employee Tab
 - Select Employee Dashboard (in the Employee Dashboard box)
 - Select Taxes
 - Select Electronic Regulatory Consent
 - Read the Electronic W-2 Consent information carefully
 - In *Selection Criteria* select "Consent to receive W-2 electronically" and Submit

For any additional questions, please contact the Payroll Office or email us at payroll@slcc.edu.