



# W-2 Electronic Disclosure Statement

Published and Maintained by the Office of Business Services

- All employees will receive a paper copy of form W-2 unless specifically choosing to receive form W-2 electronically.
- Enrollment for electronic delivery of form W-2 will be open between November 1<sup>st</sup> and December 31<sup>st</sup> each year via Employee Access.
- Consent for electronic delivery of form W-2 is valid only for one year and will be required for subsequent years.
- Employees consenting to electronic delivery are responsible to print copies necessary for tax filing and other purposes.
- Electronic versions of form W-2 will be made available no later than January 31<sup>st</sup>.
- Electronic versions of form W-2 are only available via Employee Access.
- Employees may revoke consent for an electronic W-2 prior to December 31<sup>st</sup> each year via Employee Access.
  - Employee Access > Employee Information Tab > Payroll > W2 Information
  - Select "Options for Receiving my 20XX W2 Electronically"
  - Change selection to "I want to receive a printed copy...."
  - Save
- Withdrawing consent by the deadline will only apply to current year and does not apply to prior year W-2 documents.
- Electronic versions of prior year W-2 documents will remain available on Employee Access, even after termination of employment provided an alternate email address is provided to Human Resources during the termination process.
- If an employee needs to make any changes to his or her contact information, such as change of address, email, or phone number, he or she should contact the Human Resources department at 865-425-9008.
- The Business Office will notify all employees if there are changes to the District's contact information.