

CENTRAL COMMUNITY SCHOOL SYSTEM

Department of Personnel Services and Operations

ELECTRONIC W-2 DISCLOSURE ACKNOWLEDGMENT FORM

Central Community School System is required by the Internal Revenue Service (IRS) to provide each employee with a W-2 Form that states the employee's compensation and tax withholding amounts for the calendar year on or before January 31st of the following year. Previously we provided paper copies of W-2's. In 2004 the IRS approved the use of electronic W-2 statements. Starting this year, instead of paper copies, employees may choose to receive their W-2 statement electronically. The benefits of receiving an electronic W-2 statement include: earlier access, significantly less possibility that the W-2 may be lost or stolen, access is possible electronically if the employee is away from his/her usual home or work location, and compensation and tax withholding information may easily be downloaded into many tax preparation software programs

Employers must comply with specific IRS regulations to use electronic W-2's and employees must provide their consent to receive an electronic W-2 instead of a paper copy. This notice contains the required IRS disclosure information and instructions for you to consent to receiving your W-2 electronically instead of a paper copy. If you have any questions regarding this notice or your W-2 Statement, contact the Payroll Department.

As required by the IRS, this consent must be made electronically in a manner that reasonably demonstrates that the employee can access the W-2 in the electronic format in which it will be provided. As an alternative, the consent may be made via e-mail or via a paper authorization if it is confirmed electronically in a manner that demonstrates the employee's ability to access the electronic statement. To assure compliance with this requirement, employees who wish to receive their W-2 electronically, must sign and acknowledge below and return to the Payroll Department no later than **October 15th**. This consent will cease if the employee is no longer employed with the Central Community School System.

An employee who chooses to receive his/her W-2 statement electronically may withdraw consent. The employee's withdrawal of consent will be effective on the date it is received and the Payroll Department will confirm in writing or by e-mail the effective date of the consent withdrawal. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued. To withdraw your consent, send an e-mail to Catherine Shows, Payroll Manager: cshows@centralcss.org

In addition, an employee's written request to receive a paper copy will be considered a withdrawal of consent for electronic delivery. If an employee consents to electronic W-2 delivery and the delivery is unable to be made due to a technical problem, incorrect login or password, incorrect e-mail address, the employee will receive a paper copy. If there is any change in how to receive electronic delivery, employees will be notified immediately via e-mail or written notice. Employees are also required to inform the HR Department promptly of any personal address or status changes through the company intranet or by written notification. If you completed the electronic consent correctly, you will receive an e-mail notification no later than January 31st with the subject line "Important Tax Return Document Available".

This form is to be submitted to the Department of Personnel Services and Operations no later than **October 15, 2015**.

By typing your signature and selecting the "SUBMIT" button, you agree your electronic signature is the legal equivalent of your manual handwritten signature.

Full Name:	
Signature:	
School/Location:	
Date (mm/dd/yyyy):	