

# ESS W-2/W-2c Electronic Consent (Fluid)

**Purpose:** Use this document as a reference for how to select electronic W-2/W-2c Consent or Withdrawal in Employee Self Service.

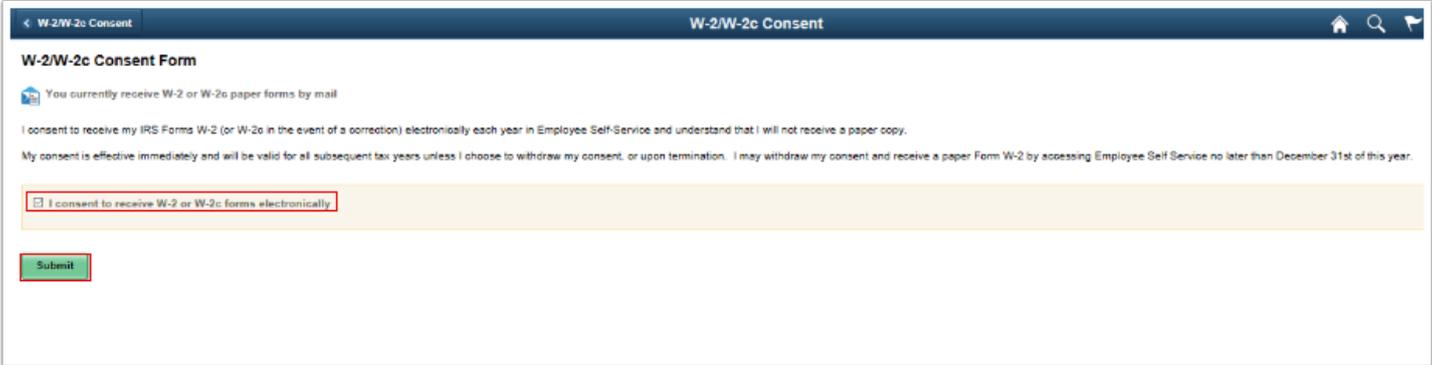
**Audience:** Employees

The W-2/W-2c Consent Form page provides the option to [submit](#) or [withdraw](#) your consent to receive electronic W-2/W2-c forms.

## W-2/W-2c Electronic Consent

**Navigation:** HCM Employee Self Service > Payroll (tile) > W-2/W-2c Consent (tile)

1. If your current status is listed as receiving paper forms by mail and you want to receive your W-2/W-2c electronically, read the text box information.
2. Select the **check box** to indicate your consent.
3. Select the **Submit** button.



The screenshot shows the 'W-2/W-2c Consent Form' page. At the top, there is a navigation bar with a back arrow, the page title 'W-2/W-2c Consent', and icons for home, search, and refresh. Below the navigation bar, the page title 'W-2/W-2c Consent Form' is displayed. A message states: 'You currently receive W-2 or W-2c paper forms by mail'. Below this, there is a consent statement: 'I consent to receive my IRS Forms W-2 (or W-2c in the event of a correction) electronically each year in Employee Self-Service and understand that I will not receive a paper copy. My consent is effective immediately and will be valid for all subsequent tax years unless I choose to withdraw my consent, or upon termination. I may withdraw my consent and receive a paper Form W-2 by accessing Employee Self Service no later than December 31st of this year.' A checkbox labeled 'I consent to receive W-2 or W-2c forms electronically' is checked. Below the checkbox is a green 'Submit' button.

The **W-2/W-2c Consent Form** page displays with updated information.

**Note:** The employee will receive confirmation of the consent change by email after submitting the page.

# Withdraw Consent

1. From the Payroll tile, select the **W-2/W-2c Consent** tile.
2. If your current status is to receive these forms electronically, and you want to receive your W-2/W-2c in paper form, read the text box information.
3. Select the **check box** to indicate your withdrawal for electronic W-2 and W2c forms.
4. Select **Submit**.

**W-2/W-2c Consent Form**

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

I would like to receive a paper copy of my IRS Forms W-2 (or W-2c in the event of a correction) and I acknowledge it will be mailed to my current address on file.

My choice to withdrawal is effective immediately and will be valid for all subsequent tax years unless I consent to receive an electronic copy, no later than December 31st of this year. I understand the withdrawal of my consent does not apply to previously issued Forms W-2.

I withdraw my consent to receive W-2 or W-2c forms electronically

The **W-2/W-2c Consent Form** is now updated to confirm you will receive paper forms by mail.

 Note: The employee will receive confirmation of the consent change by email after submitting the page.

**End of procedure.**

## Video Tutorial

The video demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial via Panopto

View the external link to [ESS W-2/W-2c Electronic Consent](#). This link will open in a new tab/window.