

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's a navigation bar with a back arrow, the title 'W-2/W-2c Consent', and icons for home, search, and a flag. Below the header, the main 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's 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. At the bottom left, there 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

Submit

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.