

ELECTRONIC W-2 CONSENT FORM

There are two ways you can sign up for electronic delivery of your W-2 form. You can log into self-serve, or complete the form below and return it to the Payroll Office.

To sign up online go to pilots.up.edu. Go to the Ssb tab, Employee, Tax Forms, Electronic W-2 Consent. Click on the box that you consent to receive your W-2 electronically and click the submit button. If you see the check mark in the box you are signed up to receive your W-2 electronically.

Once you have submitted your acceptance to receive your W-2 electronically, you will receive an email when your W-2 is available. The W-2 form will be available by January 31st each year. Please look on www.up.edu/payroll for updated information.

If you prefer, you can fill out the form below and bring it to the Payroll Office.

By signing below, you agree to receive your W-2 electronically. Once you have submitted your acceptance to receive your W-2 electronically, you will receive an email when your W-2 is available. The W-2 form will be available by January 31st each year.

Your consent will be valid for all subsequent tax years unless revoked by you, or upon leaving the University.

You may revoke your consent and receive a paper Form W-2 by accessing Self-Serve and removing the check, or providing written notification to the Payroll Office.

Name: _____ **UP ID:** _____

Signature: _____ **Date:** _____

A paper copy of your W-2 may be obtained by contacting the Payroll Office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Payroll Office.