



# Electronic W-2 Statements

**2016**

## **SIGN UP NOW for Electronic Delivery of your W-2 Statements!**

The IRS has approved the use of electronic W-2 statements; however, employees must provide their consent to receive their W-2 in electronic format in place of the paper format. Yadkin County employees may choose to receive their W-2 Statements electronically via secured email just like you are now receiving your pay stub information.

You will also have access to your W-2 Statements online through our easy-to-use secure website [Employee Self Service](#) system.

### **BENEFITS OF RECEIVING FORM W-2 ELECTRONICALLY ARE:**

- **Earlier access** to the Form W-2 by consenting to our secured email delivery and/or by using the same easy-to-use secure website [Employee Self Service](#) system where you can access your pay and general account information.
- **Easy access to duplicate copies** and you can reprint your W-2 as often as needed.
- **View and/or print prior year(s)** W-2 tax information.
- **The electronic copy** has the same information as the mailed copy. The employee can print the W-2 and attach it to their tax return documents.
- **Accessibility to the electronic Form W-2** from anywhere the employee has access to a computer.
- **It is better for the environment** by using less paper.

### **DISCLOSURE NOTICE:**

Employees who provide consent will be notified each year when the W-2 Statements are complete and available. Consent will be valid for all future tax years unless you revoke consent (in writing) or employment is terminated. If an employee does not give consent to receive their W-2 Statement electronically, they will receive a paper copy of their W-2 statement.

### **INSTRUCTIONS TO PROVIDE CONSENT:**

By emailing Colleen Rumplasch at [crumplash@yadkincountync.gov](mailto:crumplash@yadkincountync.gov) and include the following statement:  
***Please accept this email as my authorization for the Yadkin County to provide my W-2 statement electronically. I give my consent to no longer receive a paper W-2.***

----OR----

Print this form. Sign and date this form below and deliver it to Colleen Rumplasch.

### **CONSENT:**

I hereby authorize the Yadkin County to provide my W-2 Statement electronically. I give my consent to no longer receive a paper W-2.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_