

## Electronic W-2s

Jefferson College is pleased to announce that employees may elect to receive their W-2 statement online through Banner Self Service in an IRS approved PDF format. Federal regulations require that employees give their consent to receive the W-2 in an electronic format. **NOTE, once consent is given it carries forward each year and does not need to be repeated.**

To provide consent follow these steps on MyJeffco: Employee Tab>Payroll>W-2 Information>Electronic Regulatory Consent. Check the box to “Consent to receive W-2 electronically” and click Submit. The following message will appear at the top of the page “Electronic Statement consent was submitted successfully.”

Once the W-2s are processed, which is usually by mid-January, employees who provided consent will be able to view and print the earnings statements. Payroll will send a campus announcement when W-2s are available on Banner Self Service. Employees will select the “Printable W-2” button for the IRS accepted format.

### **Benefits of Receiving Form W-2 Electronically**

- Online delivery provides access to the W-2 statement earlier than the traditional paper process
- Online delivery eliminates the chance that the W-2 statement will get lost, misdirected or delayed during delivery or misplaced after the employee receives it
- Access is available at the same secure Web site at which an employee can access wage and direct deposit information
- Employees can retrieve their W-2 statements at any time of day and on weekends
- Employees can print multiple copies at their convenience
- Employees are contributing to cost savings (forms, printing and postage expense) for the college
- W-2 statements will remain online for multiple years

### **Disclosure Notices:**

- **An employee who consents to receive the Form W-2 online will not receive a paper copy of the W-2 by mail. If an employee does not consent, Payroll will continue to mail the W-2 on January 31<sup>st</sup> to the address on record at the time of printing. An employee who does not consent to receive the Form W-2 electronically will not be able to view any W-2 statements online.**
- **An employee who chooses to revoke consent may do so at any time. Just follow these steps: Employee Tab>Payroll>W-2 Information>Electronic Regulatory Consent. Uncheck the box for “Consent to receive W-2 electronically” and click Submit. The following message will appear at the top of the page “Electronic Statement consent has been revoked.” To confirm your change, go back into the Electronic W-2 consent option and make sure the Choice box is unchecked for “Consent to receive W-2 electronically.”**
- **An employee who chooses to receive the Form W-2 online can request a paper copy by contacting the Payroll office. Requesting a paper copy does not withdraw the employee’s consent for electronic delivery of future W-2 statements.**
- **Payroll will mail Form W-2 to the address on record to those employees who separate from the college.**

For additional information or questions, contact the Payroll office:  
Shelly Mueller – [mmuell10@jeffco.edu](mailto:mmuell10@jeffco.edu), or by phone at ext. 3140  
Stephanie Earls – [searls@jeffco.edu](mailto:searls@jeffco.edu), or by phone at ext. 3126