

## Electronic Form W-2 Instructions

### Instructions to Provide Consent

Please use the following instructions if you wish to **give your consent** to receive all future Forms W-2 in electronic format only and forego the paper copy after you have reviewed the

1. Log into MYINFO
2. Click on the Employee Services Tab
3. Click on "Tax Forms"
4. Click on "Electronic W-2 Consent"
5. Read the notice at the top of the Consent page.
6. Check the box next to "Consent to receive W-2 electronically"
7. Click "Submit"

### Instructions to Withdraw Consent

Please use the following instructions if you wish to **withdraw your consent** to receive future Forms W-2 in electronic format only. You will receive paper Forms W-2 for all future periods.

1. Log into MYINFO
2. Click on the Employee Services Tab
3. Click on "Tax Forms"
4. Click on "Electronic W-2 Consent"
5. Uncheck the box next to "Consent to receive W-2 electronically"
6. Click "Submit"

### Instructions to access and print your Form W-2

1. Log into MYINFO
2. Click on the Employee Services Tab
3. Click on "Tax Forms"
4. Click on "W-2 Wage and Tax Statement"
5. Select the appropriate year in the "Tax Year" drop-down box
6. Click "Display"
7. Click "Print" to generate a printable view of the Form W-2
8. Print the Form W-2 using the print feature on your web browser