### Form #PR 16-01

### Texas State University

# **Election for Online W-2 Delivery Form**

**(Please Print or Type)**

**Transaction Type: 🞏 Enroll in Online W-2 Delivery via Portal**

**🞏 Withdrawal of Consent for Online W-2 Delivery via Portal**

**Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Texas State ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Texas State Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Texas State Employees must affirmatively consent to receive their annual Form W-2 in an electronic format at the Portal Employee Self-Service (ESS).

(a) “Paper” Form W-2’s will be furnished when an Employee does not consent to receive it electronically or withdraws their online delivery.

(b) The consent applies to each Form W-2 until it is withdrawn.

(c) To withdraw consent, an Employee should access the Portal ESS and elect “Receive W-2 in paper” form. The ESS “Election for Online W-2/W-2c screen” will then display the consent status as “Receive Form W-2/W-2c only on paper”.

(d) A withdrawal of consent does not apply to previously, issued electronic W-2’s furnished before the withdrawal date.

(e) Upon termination of employment with Texas State, a former employee will no longer have access to the W-2 forms via the Portal. Former employees should contact Payroll and Tax Compliance for assistance.

(f) Annual W-2 forms will be available electronically beginning with the first tax year online delivery was selected and going forward up to 4 years of W-2 forms may be available.

By my signature below, I agree to all the terms and conditions of the Texas State Online W-2 Delivery. This authorization remains in effect until I withdraw consent or terminate all employment with the University. I understand that changes must be entered online at the Portal “Employee Self-service”, “Payroll”, “Election for Online W-2/W-2c” at <https://ibis.sap.txstate.edu/irj/portal> or be submitted to the Texas State Payroll and Tax Compliance Office by December 15th of each calendar year before processing begins for the annual W-2 forms.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Return this completed form to the Payroll and Tax Compliance Office, via email at*** [***payroll@txstate.edu***](mailto:payroll@txstate.edu)***, or delivered to JCK-516.***

***All employees may view or print their annual W-2 form by logging on to the Portal at***

[**https://ibis.sap.txstate.edu/irj/portal**](https://ibis.sap.txstate.edu/irj/portal)

***If you have questions contact the Payroll and Tax Compliance Office, via email at*** [***payroll@txstate.edu***](mailto:payroll@txstate.edu)***, by phone at 512-245-2543, or in person at JCK-516.***

Revised 03/2016