

## Consent for Electronic W2 Forms

You can electronically retrieve your W2 forms via ADP by consenting online.

### Login to ADP



User Sign In

USER SIGN IN

ADMINISTRATOR SIGN IN

Forgot Your User ID?

Forgot Your Password?

Change Your Password

Update Your Security Profile

### Under "Pay & Taxes" click on "Annual Statements"

The screenshot shows the ADP navigation menu. The 'Pay & Taxes' dropdown menu is open, and 'Annual Statements' is highlighted in red. Other items in the menu include Welcome, Pay Statements, Direct Deposit, Tax Withholding, and Deductions. The 'Home' dropdown menu is also open, showing 'What's New' and 'Managers and S...'. The 'Employee' dropdown menu is also open, showing 'Home', 'Time & Attendance', 'Pay & Taxes', 'Personal Information', and 'Benefits'.

### Then, click on "Go Paperless"

The screenshot shows the 'Annual Statements' page. The 'Pay & Taxes' dropdown menu is open, and 'Annual Statements' is highlighted. Below the navigation menu, there are three links: 'Go Paperless', 'Select Notification Options', and 'Change E-mail Address'. A large black arrow points to the 'Go Paperless' link. Below the links, there is a section titled 'Annual Statement Summary'.

### And finally, check the checkbox that says "Access my annual statements (W-2, W-2C and 1099s)"

#### Annual Statements

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#### Go Paperless

You can choose to stop receiving paper copies of your statements and access your statements online only. Your statements will remain on the secure website for 3 years. If you want to retain a copy for longer than that, you must either print a copy or save an electronic copy. You may go back to receiving paper statements at anytime.

Access my annual statements (W-2s, W-2Cs and 1099s) online only

By selecting this option, you will access your annual statements (W-2s, W-2Cs and 1099s) online only. You will no longer receive paper copies. After you click **Next**, you need to accept terms and conditions and then verify that you can view your statement online.

When a new annual statement becomes available on the website, an e-mail notification will be automatically sent to the e-mail address that you provided. If your e-mail address changes, click **Change E-mail Address** on the Annual Statements Home page to update your e-mail address.

If your 1099 is corrected, your corrected form will be delivered via the U.S. mail, and may not be available on the website. You may need to print your 1099 in order to attach it to any applicable Federal, State, or local income tax return.