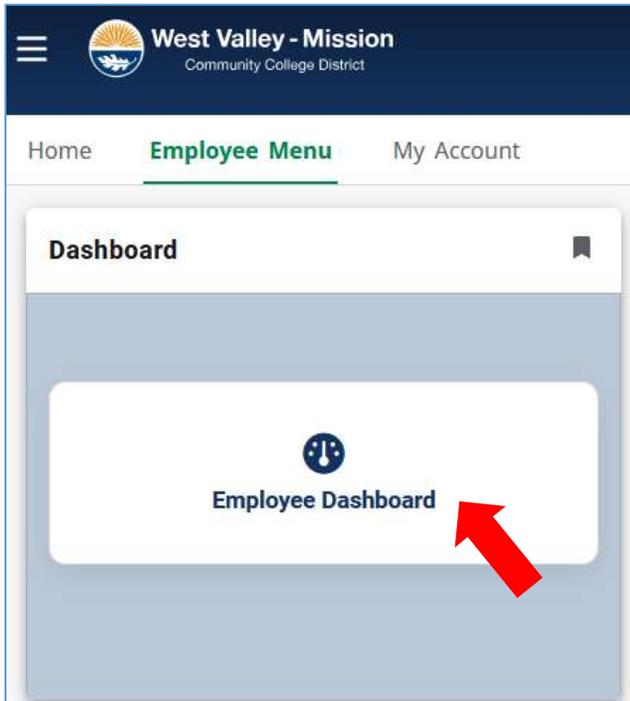
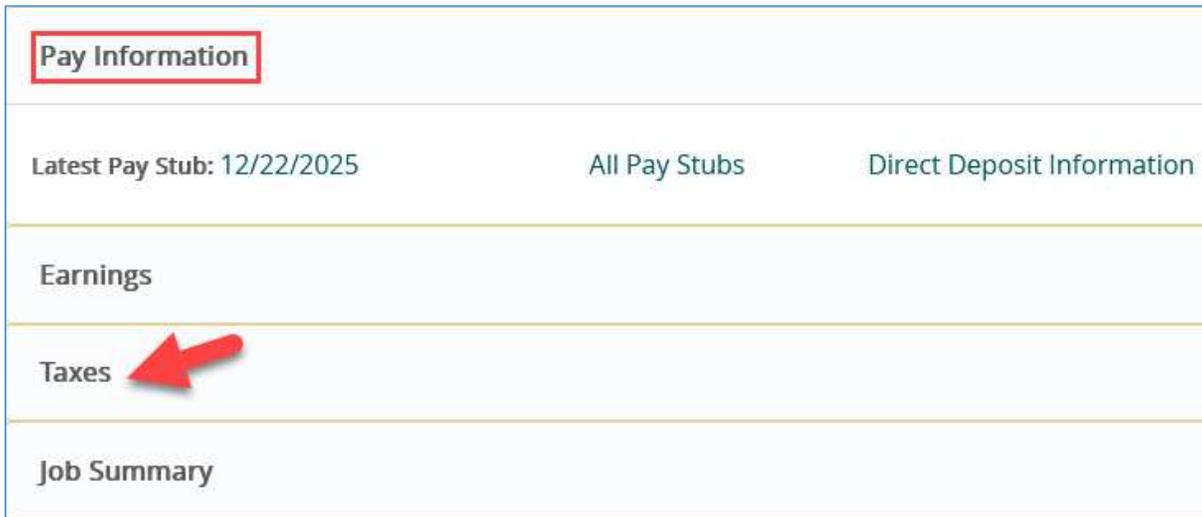


Electronic W-2 Consent Instructions

1. Log in to your Employee Portal in SSB.
2. Select **Employee Dashboard**.



3. Under the **Pay information** section, choose **Taxes**.



4. Select **Electronic Regulatory Consent**.

Taxes ▼		
Federal Tax Filing Status: Single Status: Active Number of Allowances: 2 Additional Withholding:	W-4 Employee's Withholding Allowance Certificate Electronic Regulatory Consent 	W-2 Wage and Tax Statement W-2c Corrected Wage and Tax Statement

5. Check the box labeled '**Consent to receive W-2 electronically.**'

[Employee Dashboard](#) • [Electronic Regulatory Consent](#)

Electronic Regulatory Consent

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the My Choice consent box, or providing written notification to the Human Resources or Payroll office. Revoking consent does not apply to previously issued tax statements.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Selection Criteria

	My Choice
Consent to receive W-2 electronically:	<input type="checkbox"/> 

I understand the instructions provided to me for accessing and printing my electronic tax forms.

6. Click **Submit** to save your selection.

My Choice	
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

7. A confirmation message will appear at the top of the screen.

[Employee Dashboard](#) • [Electronic Regulatory Consent](#) ✔ Electronic Statement consent was submitted successfully.

Electronic Regulatory Consent

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the My Choice consent box, or providing written notification to the Human Resources or Payroll office. Revoking consent does not apply to previously issued tax statements.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Selection Criteria

My Choice	
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

8. Your electronic W-2 consent is now complete.