

## Giving Consent to Receive Electronic Form W -2

Federal regulations require that employees give their consent to receive their W-2 in an electronic format. If consent is not given or a withdrawal of consent received, the Payroll Department will process a paper Form W-2. After consent is given, it will remain valid unless a withdrawal of consent is submitted. When employment is terminated or if electronic access to forms is discontinued, a paper W-2 form will be produced and mailed to your address on file.

It is the employee's responsibility to inform the appropriate department of changes to their name, address, or social security number. These changes must be reflected in the PeopleSoft system at the time the electronic W-2/W-2c is produced.

Electronic Form W-2/W-2c may be required to be printed and attached to a federal, state, or local income tax return.

Electronic forms W-2/W-2c will be available via myProfile Payroll in Employee Self-Service no later than January 31.

An email notification with the subject line, IMPORTANT TAX RETURN DOCUMENT, will be sent when the electronic Form W-2 is available.

### To give consent, view, and print your electronic W-2 form:

1. Start Google Chrome, navigate to CSUOHIO.EDU, and click the MYCSU tab.
2. Click Employee Self-Service in the blue column, then click myProfile, then logon with your CSU ID and password.
3. Click the Payroll tile, then from the left navigation select W-2/W-2c, then W-2/W-2c Consent.
4. If "You currently receive W-2 or W-2c paper forms by mail" is displayed, click the check box to consent to receive W-2 or W-2c forms electronically, press the Submit button, enter your password again, and press the Continue button. Otherwise, continue with the next step.
5. From the left navigation, select View W-2/W-2c Forms.
6. Click the "View Form" button to display and print your W-2.
7. Click the "Filing Instructions" button to display and print the filing instructions.

Adobe Reader is required to view the form. If you are unable to view your W-2 form, update your browser and/or toolbar pop-up settings to allow pop-ups or hold the keyboard CTRL key down while clicking on the "View Form" button until the pop-up window appears.

### To withdraw consent and receive paper W-2 forms by mail:

1. Start Google Chrome, navigate to CSUOHIO.EDU, and click the MYCSU tab.
2. Click Employee Self-Service in the blue column, then click myProfile, then logon with your CSU ID and password.
3. Click the Payroll tile, then from the left navigation select W-2/W-2c, then W-2/W-2c Consent.
4. If "You currently receive W-2 or W-2c forms electronically" is displayed, click the check box to withdraw your consent to receive W-2 or W-2c forms electronically, press the Submit button, enter your password again, and press the Continue button. You will receive an email confirmation.