

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- (b) The consent applies to each Form W-2 until it is withdrawn.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

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