



Electronic W2 Request Form

Did you know that the IRS does not require that a paper W-2 be mailed to your employees? If an employee consents, their W2 can be provided through their on-line Employee Self Service portal.

Do you know you can allow your employees to elect this option through Workforce Ready at no additional charge?



How does this work? *In 3 simple steps!*

1. **Company Enrollment** - Complete & submit this registration form to activate Electronic W2s for your company. (Due no later than Friday, December 15, 2023).
 - Employees will be able to begin providing consent about 5 business days after your submission – you will receive confirmation when the functionality has been enabled.
2. **Employee Communication** - Notify your employees of this new option and how they can "opt out" of paper W2s.
 - Communication template can be found in Workforce Ready under:
 - My Info > Help > Download Documentation
 - Document Type = Year End Information
 - Document Name = Electronic _ W2s_Request_Form
3. **Employee Enrollment** - Employees that want to receive their W-2 electronically must "opt out" of paper delivery in Workforce Ready by Sunday, December 31, 2023.

Client Code: _____ Client Name: _____

**Yes, We would like to start participating in the electronic W2 program as of 2023.
This agreement will continue until a request to withdraw from program is submitted to B2E.**

**We understand it is our responsibility to communicate to our
employees how the program works.**

Authorized By: _____ Date: _____

**Please Return the Completed Form to your Client Service Representative at
clientservices@cs.b2esolutionsinc.com.**