



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!*

- Company Enrollment** - Complete & submit this registration form to activate Electronic W2s for your company. (Due no later than Friday, December 16, 2022).
 - 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.
- 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
- Employee Enrollment** - Employees that want to receive their W-2 electronically must "opt out" of paper delivery in Workforce Ready by Tuesday, January 2, 2023.

Client Code: _____ **Client Name:** _____

Yes, We would like to start participating in the electronic W2 program as of 2022. 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.