



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 11, 2020).
 - Employees will be able to begin providing consent within 5 business days of 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 Documents > Year End Information > 2020 Employee Electronic W2 Consent Instructions
3. **Employee Enrollment** - Employees that want to receive their W-2 electronically must "opt out" of paper delivery in Workforce Ready by Monday, January 4, 2021.

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

Yes, We would like to participate in the electronic W2 program for 2020. 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.