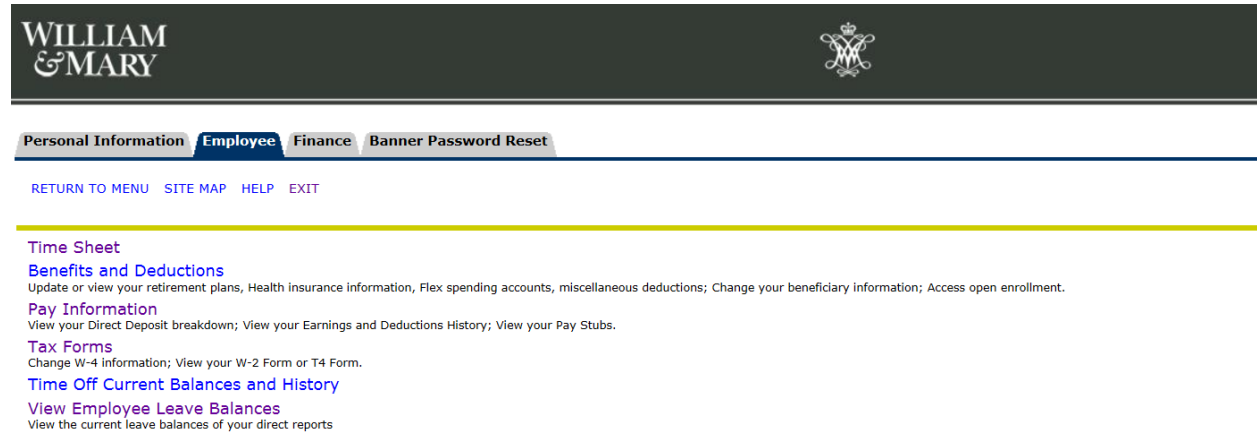


Consent to Receive Electronic W-2

Log in to **myWM** – Select “Employee” tab, and then “Tax Forms”:



The screenshot shows the myWM website interface. At the top left is the WILLIAM & MARY logo. To the right is a crest. Below the logo is a navigation bar with tabs: Personal Information, Employee (selected), Finance, and Banner Password Reset. Underneath the navigation bar are links: RETURN TO MENU, SITE MAP, HELP, EXIT. A horizontal line separates the navigation from the main content. The main content area lists several options: Time Sheet, Benefits and Deductions (with a sub-description: Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.), Pay Information (with a sub-description: View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.), Tax Forms (with a sub-description: Change W-4 information; View your W-2 Form or T4 Form.), Time Off Current Balances and History, and View Employee Leave Balances (with a sub-description: View the current leave balances of your direct reports).

Select “Electronic W-2 Consent ”

RETURN TO MENU SITE MAP HELP EXIT



The screenshot shows a list of three options under the heading W-4 Tax Exemptions/Allowances: Electronic W2 Consent, and W-2 Year End Earnings Statement. A horizontal line is below the list.

On this screen, check the box to consent to electronic transmittal of your W-2.

Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Human Resources or Payroll office.

A paper copy of your W-2 may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

***** Please click Submit only once. This process will NOT display an acknowledgement page.*****

Selection Criteria

My Choice

Consent to receive W-2 electronically:

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

Select "Submit" (at bottom of screen) Please note that the system will NOT display an acknowledgement page. You will see:

Electronic W-2 Consent

✓ Electronic W-2 consent was submitted successfully.

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

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A paper copy of your W-2 may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

*** Please click Submit only once. This process will NOT display an acknowledgement page.***

Selection Criteria

Consent to receive W-2 electronically: My Choice

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

Submit

If you have any questions, or require assistance with this form, please contact the Payroll Office at 221-2848.