**Consent to Receive Electronic W-2**

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

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

Electronic W-2 Consent

1. 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**

- **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
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.

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

**Selection Criteria**

| Consent to receive W-2 electronically: | My Choice |
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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.