

Business rules regarding consent or non-consent to going paperless for your W-2:

- An employee who consents to receiving the Form W-2 electronically will not receive a paper copy.
- For the 2020 W-2 statement, an employee may make their electronic consent election through the end of calendar year 2020.
- For the 2020 W-2 statement, the deadline for an employee to withdraw their consent for online delivery is no later than the end of calendar year 2020.
- Please note that newly hired University employees are not eligible to complete the consent process until they have received their first paycheck in the current calendar year.
- If an employee does not consent to receive an electronic version of Form W-2, Payroll will mail a paper W-2 no later than January 31, 2021 via the US Postal Service to the current address on record.
- Payroll will mail form W-2, using the US Postal Service, to the current address on record of those employees who have separated from UMMS.

Benefits of Receiving Form W-2 Electronically:

- Earlier access to the Form W-2.
- No possibility an employee's Form W-2 might be lost, delayed or misplaced by the U.S mail service or by the employee, once received.
- Access is available at the same easy-to-use, secure web site at which an employee can access his/her wage and general account information.
- Access can be attained even if the employee is not presently at his/her residence, for example, if participating in a study-abroad program.
- Multiple levels of security protect all information within the Employee Self Service System.