




# w-2electconsent



# Table of Contents

**w-2electconsent** ..... i



Click  to select whether or not the employee provided consent to receive the W-2 form electronically rather than receive a printed, mailed copy. This field is updated to reflect any changes made by the employee in EmployeePortal.

If the **W-2 Electronic Consent** field is not selected on [Payroll > Tables > District EP Options > EmployeePortal Options](#) tab, then this field is not applicable.

- If *Yes* is selected, the employee must log on to EmployeePortal to print the W-2.
- If *No* is selected, the employee will receive a printed, mailed copy from the LEA.

**Note:** Inactive employees can continue to view and print their W-2 information in EmployeePortal depending on the LEA. If the LEA opts to restrict inactive employee access (changes the EmployeePortal password or deletes the user's access), the employee will receive a printed, mailed copy of their W-2.