




## w-2electconsent



# Table of Contents



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 Employee Access.

If **Yes** is selected, the employee must log on to Employee Access 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 Employee Access depending on the LEA. If the LEA opts to restrict inactive employee access (changes the Employee Access password or deletes user access), the employee will receive a printed, mailed copy of their W-2.



## Back Cover