

Consent for Electronic W2

Election of W2 Delivery Options – Electronic or Paper

Western Carolina University is required by the Internal Revenue Service (IRS) to furnish all employees a Form W-2 Wage and Tax Statement each calendar year to be used in completing the employee's annual tax returns. The Form W-2 Tax Statement details the employee's wages, tax withholding and other important payroll information for the calendar year. Instead of paper copies, Western Carolina University employees may elect to receive their Form W-2 Wage and Tax Statements electronically in the same way pay stubs are accessed – through MYCAT.

Benefits of the electronic Form W-2 Wage and Tax Statement

- Earlier access to the Form W-2 than paper copies.
- No possibility for a lost, stolen, delayed or misplaced Form W-2.
- The Form W-2 is accessed via MYCAT securely using the employee's Western Carolina University's credentials. (User name and Password)
- Worldwide access from any internet connection.
- Employee has the option to print multiple copies at their convenience.
- Once consent is given, it remains in force. No annual renewal is required
- Employee Form W-2 will be available on MYCAT for at least 2 years after its posting date.

Consent

The IRS has approved the distribution of Form W-2 in electronic form in lieu of paper. Employee consent is required in order to initiate this request. Please read the entirety of this notice and login to your MYCAT account to provide your consent to receive all future W-2 Wage and Tax Statements exclusively in electronic format.

The process for giving consent to receive the electronic W-2 version is quick and easy. Just follow these steps:

Login to your MYCAT Account. <https://catamount4.wcu.edu/cp/home/displaylogin>

- Click on the Personal Services Tab.
- Click on the Employee Tab.
- Select "Tax Forms."
- Select "Electronic W-2 Consent."
- Click in the box beside "Consent to receive W-2 electronically".
- Click on the SUBMIT button on the bottom left side of the screen.

If you have any questions or experience problems please contact the Human Resources and Payroll staff at payroll@email.wcu.edu

Disclosures

An employee's consent is valid for all subsequent tax years unless revoked by the employee, termination of the employee, or the electronic delivery method is no longer supported.

When the Form W-2 is posted to the MYCAT account, an employee will receive notification via his/her Western Carolina University's email address with the subject line "**IMPORTANT TAX RETURN DOCUMENT AVAILABLE.**" The employee can access the form from any computer with internet access.

If consent is not provided, the employee will continue to receive a paper Form W-2. An employee who chooses to receive his/her Form W-2 online can also receive a paper copy of the W-2 after **1/31/2016** by contacting the Human Resources and Payroll Office at 828-227-7218 or emailing a request to payroll@email.wcu.edu

An employee who chooses to receive his/her Form W-2 online can change his/her mind and withdraw consent to online delivery by completing and returning the Electronic W-2 Revocation Form <http://www.wcu.edu/about-wcu/campus-services-and-operations/human-resources-and-payroll/index.asp> to the Human Resources and Payroll Office, or by making the change on MYCAT. An employee's withdrawal of consent will be effective on the date received. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued.

