

HR/Payroll

2016 Electronic Form W-2 Disclosure Statement

- If an employee does not consent to receive an electronic version of Form W-2, he or she will be furnished a Form W-2 on paper.
- The 2016 Electronic Form W-2 Consent Statement is effective for Forms W-2 issued for the calendar year 2016 and all future periods until consent is withdrawn or the individual is no longer employed by Western Carolina University.
- After giving consent, an employee may still request a paper Form W-2 after 1/31/2017 by contacting the HR/Payroll office in writing. This may be done via email to payroll@email.wcu.edu or U.S. mail to: HR/Payroll, Western Carolina University, 220 HF Robinson, Cullowhee, NC 28723 Attn: Tax Form Request. The request for a paper W-2 will not terminate consent.

An employee may withdraw his or her consent with 30 days' notice by completing a Revoke Consent Form. The Revoke Consent Form is located at <http://www.wcu.edu/discover/campus-services-and-operations/human-resources-and-payroll/>

- This may be done via email payroll@email.wcu.edu or U.S. mail to HR/Payroll, Western Carolina University, 220 HF Robinson, Cullowhee, NC 28723 Attn: Revoke Consent. The withdrawal of consent does not apply to a Form W-2 that was furnished electronically before the withdrawal of consent is furnished. Upon receipt of the withdrawal, the HR/Payroll office will send a written confirmation of the withdrawal via U.S. mail or email.
- Western Carolina University will not provide the Form W-2 electronically to an individual who has terminated his or her employment prior to 1/1/2017. These individuals will receive paper copies via U.S. mail. Only active University employees will have access to the electronic version of Form W-2. If a former employee requires an additional copy of the Form W-2, he or she may follow the aforementioned methods of contacting the HR/Payroll office.
- If an employee has consented to receive an electronic version of Form W-2 and has not printed the form prior to termination, he or she should contact the HR/Payroll office in order to receive a paper copy via U.S. mail.

An employee must immediately update any contact information (email address, mailing address, etc.) by completing an address change form located at <http://www.wcu.edu/discover/campus-services-and-operations/human-resources-and-payroll/>

- This form can be sent email to HumanResources@email.wcu.edu or U.S. mail to HR/Payroll, 220 HF Robinson, Cullowhee, NC 28723 Attn: Address Change Form.
- The hardware and software requirements needed to access, print and retain Form W-2 electronically include an internet connection, web browser, and Adobe Acrobat reader.
- The electronic version of Form W-2 will be available on the web site for at least 2 years from its original posting date.
- The Form W-2 may be required to be printed and attached to a federal, state, or local income tax return.