



Consent for Electronic W-2 Wage and Tax Statements

Kean 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. Kean University employees may elect to receive their Form W-2 Wage and Tax Statements electronically in the same way bi-weekly pay stubs are accessed – through Payroll Portal.

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 Payroll Portal account to provide your consent to receive W-2 Wage and Tax Statements in electronic format.

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.

An employee who chooses to receive his/her Form W-2 online can change his/her mind and withdraw consent to online delivery by returning to the Online Consent Form and choosing the "Withdraw Consent" option. 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 If consent is withdrawn, it will only be effective for those W-2 statements not yet issued.

To consent to electronic delivery of Form W-2 for the current Tax Year and after:

- Login to your Payroll Portal Account (<http://myPaycheck.kean.edu>)
- Click on the Personal tab
- Click on "Annual Statement Consent Form"
- Select "I Consent."

To consent to electronic delivery of Form W-2 for Tax Year 2012 and after:

Alternatively, since the consent is inactive for previous Tax Years, you may complete the section below and return this notice to the Payroll Department via inter-office mail, email (payroll@kean.edu) or fax (908-737-3172):

- By signing below, I consent to electronic delivery of my W2 Tax and Wage Statements for the following tax years and after (*check the earliest year for which you give consent*):

___ 2012 ___ 2013 ___ 2014 ___ 2015 ___ 2016 ___ 2017 ___ 2018

Printed Name: _____ ID#: _____

Signature: _____ Date: _____

If you have any questions, please contact the Payroll office at 908-737-3170.