

## CCC W-2/W-2c FAQs

**1. How do I sign up to receive my Forms W-2/W-2c electronically?**

In [HR Self-Service](#), navigate to Employee Self Service > Payroll and Compensation > W-2/W-2c Consent. Read the instructions, check the box, and click Submit.

**2. Will I automatically get electronic Forms W-2/W-2c?**

You must first submit your W-2/W-2c consent via Employee Self Service in [HR Self-Service](#). All Forms W-2/W-2c issued to you after you submit your consent will automatically be available electronically.

**3. What happens if I do not consent to receive my Forms W-2/W-2c electronically?**

CCC will continue to print your Forms W-2/W-2c on paper and mail them to you.

**4. When will I have access to my electronic Form W-2/W-2c?**

The Forms W-2/W-2c must be available to you by the IRS deadline. However, electronic W-2s will be posted online approximately three to four weeks earlier than when you would receive the paper forms through the mail.

**5. How do I access my electronic Forms W-2/W-2c?**

If you are on campus or other CCC location you can go to [HR Self-Service](#), navigate to Employee Self Service > Payroll and Compensation > View W-2/W-2c Forms.

To access HR Self-Service off campus you will need CCC Anywhere, CCC's virtual private network for employees. If you need to request [CCC Anywhere](#), you can contact the OIT Help Desk at (312)553-2600 or email [cohelpdesk@ccc.edu](mailto:cohelpdesk@ccc.edu).

**6. What are the advantages of electronic Forms W-2/W-2c?**

With your consent, your form W2/W-2c will not be printed. This means your W2/W-2c will not be viewed or touched by anyone other than yourself and authorized Payroll staff. You will have no need to be concerned about your W2/W-2c getting delivered to an incorrect or old address.

The advantages of electronic Forms W-2/W-2c include:

- Secure delivery of W-2/W-2c information through [HR Self-Service](#)
- Security of your personal information
- Earlier access to W-2 information (online access will be available earlier than the paper forms will be mailed) before the IRS deadline
- Efficient delivery method, avoiding the delays and errors that can occur with traditional postal delivery
- Access to view and print copies of your W-2/W-2c as often as needed, at your convenience
- Ability to download and save your electronic W2/W-2c for your records

**7. How are my electronic Forms W-2/W-2c secured?**

Access to your W-2 information is protected by your CCC network username and password.

**8. Will I receive confirmation of my consent to receive electronic Forms W-2/W-2c?**

Yes, an email confirmation will be sent to your "ccc.edu" email address from [HR Self-Service](#), as soon as you submit your consent. If you do not see the email in your Inbox, please check your Junk Mail folder.

**9. Will I still receive paper Forms W-2/W-2c if I consent for electronic forms?**

No. If you consent to receive your Forms W-2/W-2c electronically, CCC will stop sending you paper forms.

**10. How do I change my address if I moved, and I did not consent to receive an electronic W-2/W-2c?**

In [HR Self-Service](#), navigate to Personal Information > Home and Mailing Address > Edit. Click on the pencil icon in the Edit box. Change the effective date of the address change if necessary. Enter the new address information and click on the Save button. You will receive a Save Confirmation when your changes are successfully submitted.

**11. Until when do I have to change my address before my paper W-2/W-2c will be mailed?**

Address changes entered prior to January 11, 2024, will be reflected on your 2023 Form W-2. Employees do not require a corrected W-2 for address changes.

**12. How will I know when my Form W-2/W-2c is available in HR Self-Service?**

An email confirmation will be sent to your "ccc.edu" email address from [HR Self-Service](#) when your Form W-2 is available. Email you receive will have a subject header called "IMPORTANT TAX RETURN DOCUMENT AVAILABLE". It will be available by January 16<sup>th</sup>, 2024, which is earlier than the required IRS deadline.

**13. Do I have to submit my consent each year to keep receiving my Forms W-2/W-2c electronically?**

No. Your consent for electronic Form W-2/W-2c will remain in effect until you withdraw the consent, or if this service is not supported in a future tax year.

**14. Does my consent expire?**

No. Your consent for electronic Form W-2/W-2c will remain in effect until you withdraw the consent, or this service is not supported in a future tax year.

**15. How do I cancel my consent for electronic Forms W-2/W-2c?**

In [HR Self-Service](#), navigate to Employee Self Service > Payroll and Compensation > W-2/W-2c Consent. Read the instructions on how to withdraw your consent, check the box, and click Submit.

**16. How do I start getting paper Forms W-2/W-2c again?**

To withdraw your consent for electronic W-2s, in [HR Self-Service](#), navigate to Employee Self Service > Payroll and Compensation > W-2/W-2c Consent. Read the instructions, check the box, and click Submit.

**17. Will I receive confirmation of my consent withdrawal for electronic Forms W-2/W-2c?**

Yes, an email confirmation will be sent to your "ccc.edu" email address from [HR Self-Service](#), as soon as you submit your consent withdrawal. If you do not see the email in your Inbox, please check your Clutter Mail folder or Junk Mail folder.

**18. How will I receive information about my Forms W-2/W-2c?**

Emails will be sent to your "ccc.edu" email address on file in [HR Self-Service](#).

**19. I printed my Form W-2 but cannot find it. Can I print it again?**

Yes, you may view and print your electronic Form W-2/W-2c as often as you want, at your convenience.

**20. When I click on the link to my Form W-2/W-2c, the document does not open.**

Make sure your pop-up blockers are turned off for the [HR Self-Service](#) website. You will need to ensure your pop up blockers are disabled. If you are still having issues please contact the OIT Help Desk at (312)553-2600 or email [cohelpdesk@ccc.edu](mailto:cohelpdesk@ccc.edu). M-F 7am to 6:30 pm.

**21. Will my electronic Form W-2/W-2c look the same as the paper version?**

The electronic W-2 will contain all of the same (required) information, but if you print your electronic Form W-2, it will be formatted for letter-size paper.

22. **Can I print my W-2/W-2c using my own printer and regular printer paper and attach it to my tax forms?**  
Yes, you will be able to print a standard version of form W2/W-2c. This can be attached to your federal and state tax forms.
23. **What happens if my employment terminates before my electronic Form W-2/W-2c is available?**  
If you consented to receive your Form W-2/W-2c electronically before your termination, your consent will be withdrawn. You will no longer retain your ability to access your Form W-2/W-2c via [HR Self-Service](#) after termination and CCC will mail a paper W-2/W-2c to the address on file.
24. **Can I submit my consent to receive Forms W-2/W-2c electronically, after my employment at CCC terminates?**  
No. You will no longer be allowed to consent to receive electronically your W-2/W-2c online. CCC will mail a paper W-2/W-2c to the address on file.
25. **Who do I contact if I have difficulty accessing my Form W-2/W-2c?**  
If you consented to receive your Form W-2/W-2c electronically and are having difficulty logging in to [HR Self-Service](#), contact the OIT Help Desk at (312)553-2600 or email [cohelpdesk@ccc.edu](mailto:cohelpdesk@ccc.edu). M-F 7am to 6:30 pm or you may also try the [Password Reset Tool](#) on OIT's website.
26. **If I don't give consent to receive my W-2/W-2c electronically will I still be able to view my W-2/W-2c on HR Self Service?**  
Yes, after February 12, 2024 you may access [HR Self-Service](#) to view/print a copy of your original W-2/W-2c that was sent to the address on file. The original hard copy W-2/W-2c will be printed and mailed by January 31, 2024.
27. **What if I do not receive my W-2/W-2c?**  
Employees who elected receive their W-2/W-2c electronically may re-print the W-2/W-2c as needed. Employees who did not elect the electronic form and still have not received their W-2 in the mail may contact your **campus** Payroll Services to request a duplicate W-2/W-2c after February 12, 2024. All returned W-2/W-2cs will be available at your campus Payroll Services for pick up and you will need to complete a change of address form. **No** requests for re-issuance of W-2s will be processed before February 12, 2024.
28. **How is my taxable gross determined on my W-2/W-2c?**  
Taxable gross is determined by taking the sum of your gross wages, prizes, awards, non-cash compensation, and other compensation and subtracting employee contributions to health insurance, dental insurance, vision insurance, Flexible Spending Account (FSA), Medical Spending Account (FSA-MSA), Dependent Care Account (FSA-DCA), 403(b) retirement plan contributions, 457(b) deferred compensation plan contributions, and parking and transit deductions.

**For example:**

\$65,000.00 Actual YTD Gross Earnings (Box #3 on Form W-2)  
+\$ 800.00 Domestic Partner Benefit  
-\$ 700.00 Pension Contribution  
-\$ 600.00 Health, Dental, Vision  
-\$ 800.00 Transit Deduction  
-\$ 300.00 403B Deduction (Box #12)  
**\$63,400.00 YTD Taxable Gross Wages (Box #1)**

For a more detailed explanation, see the IRS W-2/W-2c Form Explanation which is on the back of your W-2 form.