

## W-2 Electronic Consent Disclosure Statement

CCC employees can receive their W-2 statements online. This allows you to save and print your W-2 form almost a month sooner than receiving a paper form in the mail. An employee who consents to receive the Form W-2 electronically will not receive a paper copy. If an employee does not consent, Payroll will mail a paper W-2 no later than January 31<sup>st</sup> of each year, via the US Postal Service to the current address on record.

Per IRS regulations, CCC is required to get your consent to electronically provide your primary W-2/W-2c only online and not mail a paper form. This year you may choose to not receive the paper form, but access your W-2/W-2c electronically at your convenience 24/7. Other benefits are listed below:

### **Benefits of Receiving Your W-2 Form Electronically**

- Online delivery provides access to the W-2/W-2c statement earlier than the traditional paper process.
- Online delivery eliminates the chance that the W-2/W-2c statement will get lost, misdirected or delayed during delivery or misplaced after the employee receives it.
- Secure delivery of W-2/W-2c information through [HR Self-Service](#)
- Security of your personal information
- Earlier access to W-2/W-2c 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 24/7
- Ability to download and save your electronic W2/W-2c for your records

**Federal regulations require that employees give their consent to receive the W-2 in an electronic format.** Once consent is given it carries forward each year and does not need to be repeated. For 2023 W-2 forms please consent by January 14th 2024.

If you do not opt to have your W-2/W-2c electronically you will need to ensure we have the correct address on file. You have until January 14th 2024, to update your address via HR Self-Service. To consent to electronic delivery of your W-2 or verify and update your address, please follow the steps below.

Individuals who terminated during the year will receive paper copies via U.S. mail. Only active employees will have access to the electronic version of Form W-2. A former employee may

obtain copies of prior W2s by filling out the [W2 Replacement Form](#) and sending it via email to [cccpayroll@ccc.edu](mailto:cccpayroll@ccc.edu) a paper copy via the US Postal Service.

### **Consenting for Electronic W-2/W-2c**

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.

**NOTE: 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).**

### **Address Verification/Update**

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.

### **View & Print Your 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.

The hardware and software requirements needed to access, print and retain Form W-2 electronically include an internet connection, VPN CCC Anywhere (if off-campus), web browser, and Adobe Acrobat reader. 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).

### **Un-Consent to Receive Paper W-2/W-2c**

An employee may withdraw his or her consent by going to [HR Self Service](#), unchecking the Electronic Consent box, and submitting the change. The withdrawal of consent does not apply to a Form W-2/W-2c that was furnished electronically before the withdrawal of consent via [HR Self Service](#). 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.