

## Electronic Form W-2 – Online on Griffith Public Schools Employee Portal

Griffith Public Schools is required by the IRS to furnish all employees with a Form W-2 for each calendar year to be used in completing the employees' annual tax returns. The Form W-2 details the employee's compensation and tax withholding amounts for the year. In the past, employees have received paper copies of their Form W-2.

Beginning in 2016, instead of paper copies, Griffith Public School employees may choose to receive their W-2 statements online through the Employee Portal system. Please read this entire Notice and provide your consent to receive all future W-2 statements only in electronic format.

### Benefits of Receiving Form W-2 Electronically

There are multiple benefits to receiving an electronic Form W-2:

- Earlier access to the Form W-2.
- No possibility an employee's Form W-2 might be lost, stolen, delayed or misplaced by the U.S. mail service or by the employee
- Access is available at the same easy-to-use, secure web site at which an employee can access his/her wage and general account information.
- Access can be attained even if the employee is not presently at his/her residence
- The format of the online W-2 allows an employee to quickly and easily download the included information into most tax preparation software.
- Multiple levels of security protect all information within the Griffith Public Schools Employee Portal

### Disclosure Notices

An employee who consents to receiving his/her Form W-2 online will not receive a paper copy of the W-2. If an employee does not consent, he/she will continue to receive a paper copy of the W-2.

An employee who chooses to receive his/her Form W-2 online can also receive a paper copy of the W-2 by contacting your Payroll Representative. Request for a paper copy does not withdraw the employee's consent for electronic delivery of future W-2 statements.

An employee who chooses to receive his/her Form W-2 online can change his/her mind and withdraw consent to online delivery. An employee's withdrawal of consent will be effective on the date received and the Payroll Office will confirm in writing or by e-mail with the employee the effective date of withdrawal of consent. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued. Consent may be withdrawn by sending an e-mail to your Payroll Representative or written notice to:

Griffith Public School  
Administration Office  
602 N. Raymond  
Griffith, IN 46319

Employees will promptly be notified if any contact information changes.

The employee may continue to make any personal/employment information changes as needed by contacting Personnel or the Payroll Departments.

The provision of an employee's Form W-2 by electronic format will cease upon an individual's employment with Griffith Public Schools.

All employees should be aware that the Form W-2, even when provided electronically, must be attached to their annual tax return, usually the Form 1040. If the W-2 is provided electronically, the employee should print the W-2 and attach it to his/her tax return documents.

The Griffith Employee Portal website, and the employee's W-2, may be accessed by any computer that provides login access to employees. The W-2 statements will remain on the Employee Portal for at least 5 years.

### Consent to Receive Your Form W-2 in Electronic Format in Lieu of Paper Format

The IRS has approved the use of electronic W-2 statements; however, employees must provide their consent to receive their W-2 in electronic format in lieu of paper format. For this reason, to receive W-2 statements only in electronic format, please sign and date below.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Emp ID# \_\_\_\_\_

Print Name \_\_\_\_\_ School/Position \_\_\_\_\_ Last 4 digits SSN \_\_\_\_\_