

Employee Self-Service Training- Consenting to Electronic W-2

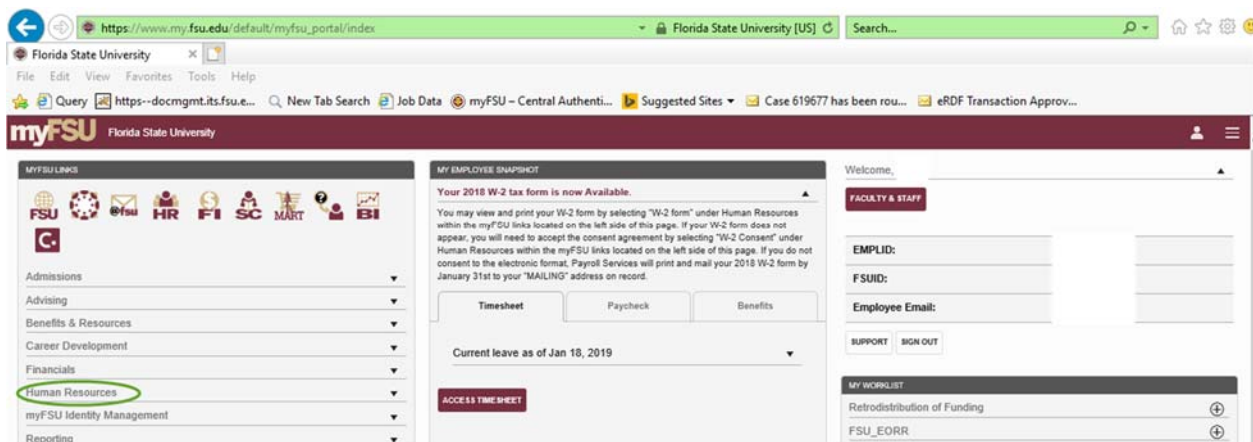
Understanding the Consenting to Electronic W-2 or W-2c Forms Process

By consenting to receive your W-2 or W-2c electronically, you will not receive this form by mail. Instead, the W-2 or W-2c forms will be accessible online via OMNI.

An employee who chooses to receive his/her Form W-2 online can withdraw consent to online delivery at any time.

Navigation

Log onto OMNI through the my.fsu.edu portal. Click on the Human Resources drop down under MYFSU LINKS:



FSU OMNI Training Guide

Click on the W-2 Consent link.

The screenshot displays the myFSU Florida State University portal. The left sidebar, titled "MYFSU LINKS", contains a list of navigation options. The "W-2 Consent" link is highlighted with a green oval. Other links in the sidebar include Admissions, Advising, Benefits & Resources, Career Development, Financials, Human Resources, Certify Effort, Compensation History, Direct Deposit, Faculty AOR Forms, Job Opening Search/Application, Office of Human Resources, Paycheck, Personal Details, Promotion & Tenure, Request a Role, Request Training Enrollment, Timesheet, W-2 Form, and W-4 Information. The main content area on the right is titled "MY EMPLOYEE SNAPSHOT" and includes a notification about the 2018 W-2 tax form, tabs for Timesheet, Paycheck, and Benefits, and a section for "MY FINANCES" showing no outstanding amounts. At the bottom, there is a "CAMPUS SAFETY AND TITLE IX INFORMATION" section with a "know MORE" button and text about campus safety.

Read the W-2/W-2c Consent Form. Click "I consent to receive W-2 or W-2c forms electronically," and click **Submit**.

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< Payroll Administration W-2/W-2c Consent

W-2/W-2c Consent Form

You currently receive W-2 or W-2c paper forms by mail

FLORIDA STATE UNIVERSITY
CONSENT TO RECEIVE FORM W-2 IN ELECTRONIC FORMAT IN LIEU OF PAPER FORM

As required by the Internal Revenue Service (IRS), Florida State University must provide all employees a Form W-2 Wage and Tax Statement each calendar year to be used by the employee in completing their annual tax returns. The Form W-2 details the employee's compensation and tax withholding amounts for the year.

The Internal Revenue Service (IRS) allows the use and distribution of Form W-2 Wage and Tax Statements in electronic format in lieu of paper forms only with the consent of the employee. To receive all future Form W-2 Wage and Tax Statements only in electronic format, please read this entire Notice and provide your consent by clicking the Consent box, "Check here to indicate your consent to receive electronic W-2 and W-2c forms," and click the "SUBMIT" icon.

Disclosure Notices

An employee who consents to receiving his/her Form W-2 online will not receive a paper copy of the W-2 from Payroll Services. An employee can access and print his/her Form W-2 using any computer with internet access. The employee will need to have Adobe Reader installed on his/her computer to view their W-2 information. If the employee does not have this software, it can be downloaded and installed free of charge. The link to download Adobe Reader is: <http://get.adobe.com/reader/>. If an employee does not consent, a paper copy of the Form W-2 will be provided to the employee on or before January 31st of each year.

A terminated employee will have access to his/her Form W-2 online through May 1st of the year following his/her termination date. If a copy of Form W-2 is needed after this date, employee must submit a written request to Payroll Services and a paper copy of said form will be provided to the employee.

An employee who chooses to receive his/her Form W-2 online can withdraw consent to online delivery. An employee may withdraw consent by selecting the box "Check here to withdraw your consent to receive electronic W-2 and W-2c forms," and clicking the SUBMIT icon. The withdrawal of consent will be effective on the date entered. If consent is withdrawn, it will only be effective for those Form W-2 statements not yet issued. Once the employee enters the withdrawal of consent into the OMNI system, an email confirmation will be sent to the employee.

Consent may also be withdrawn by providing written notice to the following: Florida State University, Payroll Services, 282 Champions Way, UCA-5600, Tallahassee, FL 32306. Written notice of withdrawal will be effective within three business days of receipt. Payroll Services will also accept email notification as a valid withdrawal request. If withdrawing consent via email, submit your request to payroll@fsu.edu and include your name as it appears on your W-2 form, your date of birth and the last four digits of your social security number for identification purposes. Any changes in Payroll Services' contact information will be made available to employees via the myFSU Portal Page by updating the W-2 consent instructions.

An employee, both active and terminated, may continue to update his/her mailing address as needed through the myFSU Portal Page.

By checking the Consent box, "Check here to indicate your consent to receive electronic W2 and W-2c forms," I acknowledge that I understand the above information and hereby consent to receive all future Form W-2 statements only in electronic format via the myFSU Portal Page.

☒ I consent to receive W-2 or W-2c forms electronically

Submit

As a layer of security, at this point you will be prompted to enter your password. Enter your password and click Continue.

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☒ I consent to receive W-2 or W-2c forms electronically

Submit

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.

User ID

Password

Continue Cancel

A statement will appear stating you will receive W-2 or W-2c forms electronically.

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W-2/W-2c Consent Form

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Consent may also be withdrawn by providing written notice to the following: Florida State University, Payroll Services, 282 Champions Way, UCA-5600, Tallahassee, FL 32306. Written notice of withdrawal will be effective within three business days of receipt. Payroll Services will also accept email notification as a valid withdrawal request. If withdrawing consent via email, submit your request to payroll@fsu.edu and include your name as it appears on your W-2 form, your date of birth and the last four digits of your social security number for identification purposes. Any changes in Payroll Services' contact information will be made available to employees via the myFSU Portal Page by updating the W-2 consent instructions.

An employee, both active and terminated, may continue to update his/her mailing address as needed through the myFSU Portal Page.

By checking the Consent box, "Check here to indicate your consent to receive electronic W2 and W-2c forms," I acknowledge that I understand the above information and hereby consent to receive all future Form W-2 statements only in electronic format via the myFSU Portal Page.

☒ I consent to receive W-2 or W-2c forms electronically

Submit

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NOTE: An employee may withdraw consent by following the same path to W-2 Consent. A statement will appear stating you currently receive the forms electronically. Read the entire statement, check the box “I withdraw my consent to receive W-2 or W-2c forms electronically,” and click **Submit**. The withdrawal of consent will be effective on the date entered. If consent is withdrawn, it will only be effective for those Form W-2 statements not yet issued. Once the employee enters the withdrawal of consent into the OMNI system, an email confirmation will be sent to the employee.

The screenshot shows the 'W-2/W-2c Consent Form' page in the OMNI system. The header bar is dark red with a back arrow, 'Payroll Administration', 'W-2/W-2c Consent', and navigation icons. Below the header, the title 'W-2/W-2c Consent Form' is displayed. A message states: 'You currently receive W-2 or W-2c forms electronically'. A detailed paragraph explains the withdrawal process: 'An employee who chooses to receive his/her Form W-2 online can withdraw consent to online delivery. An employee may withdraw consent by selecting the box "Check here to withdraw your consent to receive electronic W-2 and W-2c forms," and clicking the SUBMIT icon. The withdrawal of consent will be effective on the date entered. If consent is withdrawn, it will only be effective for those Form W-2 statements not yet issued. Once the employee enters the withdrawal of consent into the OMNI system, an email confirmation will be sent to the employee. Consent may also be withdrawn by providing written notice to the following: Florida State University, Payroll Services, 282 Champions Way, UCA-5600, Tallahassee, FL 32306. Written notice of withdrawal will be effective within three business days of receipt. Payroll Services will also accept email notification as a valid withdrawal request. If withdrawing consent via email, submit your request to payroll@fsu.edu and include your name as it appears on your W-2 form, your date of birth and the last four digits of your social security number for identification purposes. Any changes in Payroll Services' contact information will be made available to employees via the myFSU Portal Page by updating the W-2 consent instructions.' Below this text is a yellow box containing a checkbox and the text 'I withdraw my consent to receive W-2 or W-2c forms electronically'. A red 'Submit' button is located at the bottom left of the form area.

Consent may also be withdrawn by providing written notice to the following:

Florida State University, Payroll Services,
282 Champions Way, UCA-5600
Tallahassee, FL 32306.

or by emailing Payroll Services at payroll@fsu.edu. This email must include your full name, date of birth, complete mailing address, and the last four digits or your social security number.

Written notice of withdrawal will be effective within three business days of receipt.