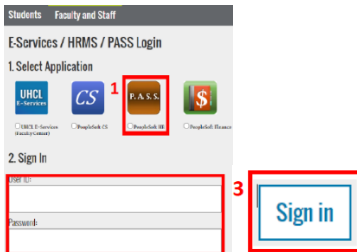


Go to the [E-Services](#) page

1. Select **P.A.S.S.** or **PeopleSoftHR**
2. Login with your **User ID** and **Password**
3. Click **Sign In**

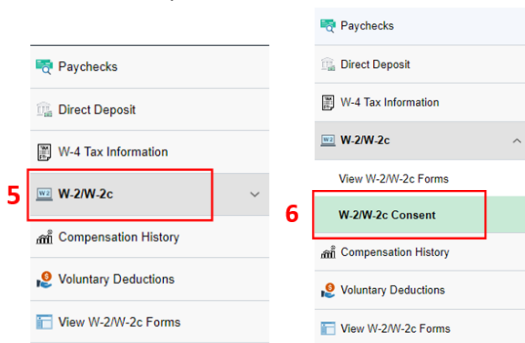


4. Click the **Payroll & Compensation** tile



5. Click on W-2/W-2c

6. Click W-2/W-2c Consent



7. Check the **I withdraw my consent to receive W-2 or W-2c forms electronically** box.
8. Click **Submit**

## W-2/W-2c Consent

 You currently receive W-2 or W-2c forms electronically

Select the checkbox below to withdraw your consent to receive an electronic W-2. You must withdraw your consent before Payroll has generated the current year W-2's in order to receive a paper W-2 in the mail.

At any time you may consent for mailed W-2 delivery. Electronic W-2's can be printed (and reprinted) by employees through Self Service.

Please contact the Payroll department with any W-2 questions.

☐ I withdraw my consent to receive W-2 or W-2c forms electronically

**Submit**