



# ESS ONLINE W-2 ELECTRONIC CONSENT



## JOB AID ESS-1

The purpose of this job aid is to provide instructions on how to sign up to receive electronic W-2c and to answer some frequently asked questions.

Effective September 29, 2017, employees with ESS access can elect to print their W-2/W-2c electronically instead of receiving a mailed paper copy. The State of North Carolina must comply with specific Internal Revenue Service (IRS) regulation (26CFR 31.6051-1) to issue electronic W-2s, and employees must provide their consent to receive an electronic W-2 instead of a paper copy.

Advantages to obtaining your W-2 online include quicker access to your tax information, an online feature that will be more secure than receiving your information in the mail, and you can access the information at your convenience.

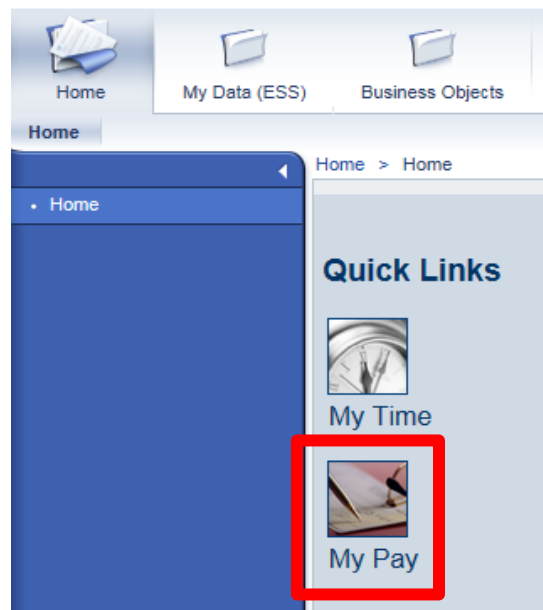
Election consent for on-line W-2s made January 1<sup>st</sup> through December 31<sup>st</sup> will be effective for that same year's W-2. Example: Election consent made January 1, 2020 through December 31, 2020 will be effective for 2020 W2s. Election consent made January 1, 2021 through December 31, 2021 will be effective for 2021 W-2s.

Election of consent is valid until the end of time unless consent is removed. The process to remove consent is the same process to give consent.

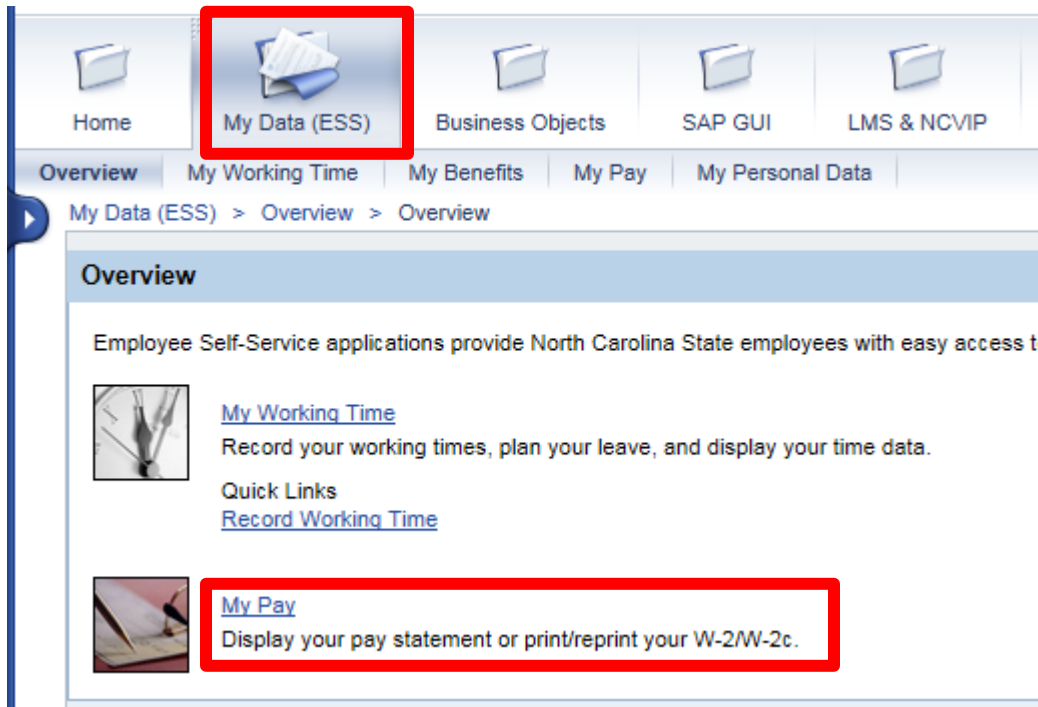
If an employee who has given consent to receive electronic forms separates, the system will revert to sending the employee a paper copy of their W-2/W-2c because the employee will no longer have access to Employee Self Service.

### Consent to Receive W-2/W-2c Electronically

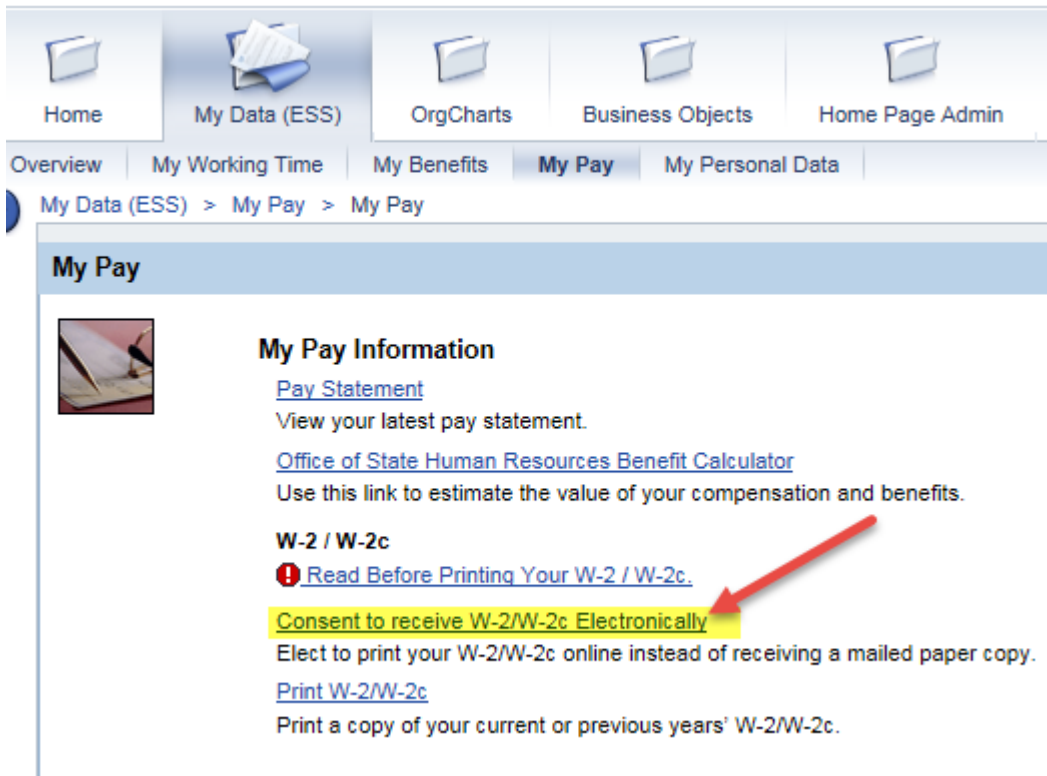
1. Click on **My Pay** under **Quick Links** or click on the **My Data (ESS) tab>My Pay**



OR



2. Click on **Consent to receive W-2/W-2c Electronically**



3. If you elect to receive your W-2 electronically, you must click **Edit** after reading the overview and consent statement. Note the Consent checkbox will be greyed out until you click the edit button.

The screenshot shows a web interface titled "Online W-2". It contains two paragraphs of text explaining IRS regulations and providing a link to a help document. Below the text is a "Consent" section with a single checkbox that is currently unchecked and greyed out. At the bottom of the form are three buttons: "Previous Step", "Edit", and "Cancel". The "Edit" button is highlighted with a red square.

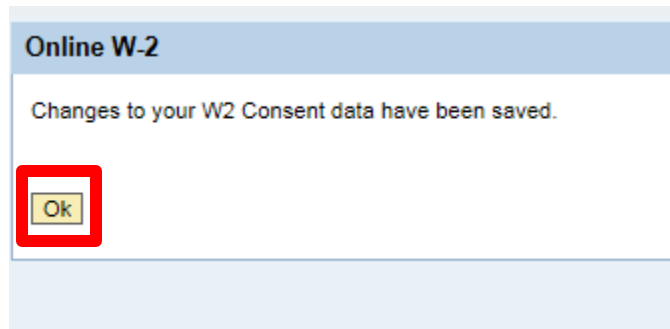
4. Select the checkbox to give your consent and then click continue.

This screenshot is identical to the previous one, but the checkbox in the "Consent" section is now checked and is no longer greyed out. The "Continue" button at the bottom is highlighted with a red square.

5. Click **Yes** to proceed with this election.

The screenshot shows a dialog box titled "Save W2 Consent changes". It asks the user "Do you want to proceed?" and provides two buttons: "Yes" and "No". The "Yes" button is highlighted with a red square.

6. Click **OK** once data has been saved.



### Consent to Receive W-2/W-2c Electronically - Frequently Asked Questions

#### **Why do I have to give my consent to print the original copy of my W-2/W-2c?**

The IRS mandates that all employers must generate, print and provide an employee's W-2. To receive the forms electronically the employee must give their consent.

#### **What is the benefit of receiving my W-2/W-2c forms electronically?**

By electing to receive your forms electronically through the ESS portal, you will receive them on average 7-14 days earlier than employees who receive their forms through the mail.

#### **Do I need to give my consent every year, or is my election good forever?**

Once you elect to have your W-2/W-2c available via ESS, it does not need to be renewed. Your consent is good for the duration of your employment.

#### **When is the election period to give my consent for the current year?**

Elections made between January 1st and December 31<sup>st</sup> of the current year will be effective for the current year.

#### **I gave my consent but now I've changed my mind. Can I change my election decision?**

Absolutely. If changes are made within the election period, you can remove your consent.

#### **When will my W-2 be available for me to print if I elect to have it available on ESS?**

Typically, W-2s will be available the third week in January. W-2s printed after January 31<sup>st</sup> will be considered a reissued statement and will be printed as such.

#### **I elected to have my W-2/W-2c available on ESS only. I have separated/retired. What happens now?**

Once your separation action is completed, the system will automatically change your election option back to paper. Your form will be printed and mailed to you.