



# 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. 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 button. 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 If consent is withdrawn, it will only be effective for those Form W-2 statements not yet issued.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.

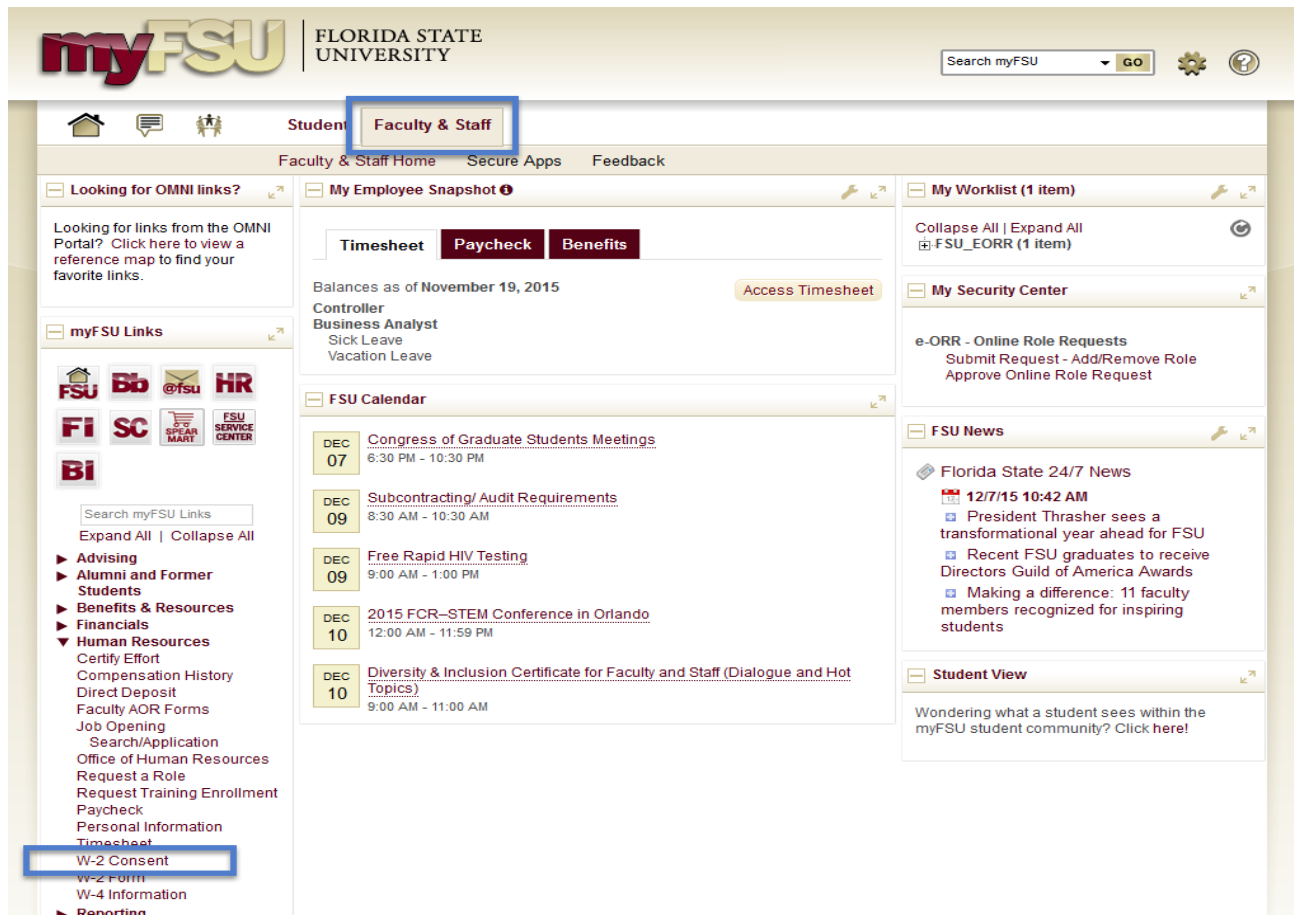
Consent may also be withdrawn by providing written notice to the following: Florida State University, Payroll Services, 282 Champions Way, UCA-5600, Tallahassee, FL 32306. In addition, consent may also be withdrawn by emailing Payroll Services at payroll@fsu.edu. This email must include your full name, date of birth, complete mailing address, and the last four digit or your social security number in all correspondence,

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

### Procedure:

#### Step 1

Navigate to the myFSU portal (my.fsu.edu) and click on the Faculty & Staff tab. Click the W-2/W-2c Consent link (listed under the Human Resources submenu).





### W-2/W-2c Consent Form

Susie Seminole

Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

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 with the consent of the employee. To receive all future Form W-2s

Your Current Status: No consent received.

Check here to indicate your consent to receive electronic W-2 and W-2c forms.

#### Step 2

Scroll through and read the above statement carefully. To consent to receive electronic W-2 and W-2c forms, click the **Check here** option.

#### Step 3

Click the **Submit** button. Enter your OMNI password to verify your identity. Then, click the Continue button.

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### Submit Confirmation



The Submit was successful.

#### Step 4

Click the **OK** button. You have successfully consented to receive your W-2 or W-2c electronically.