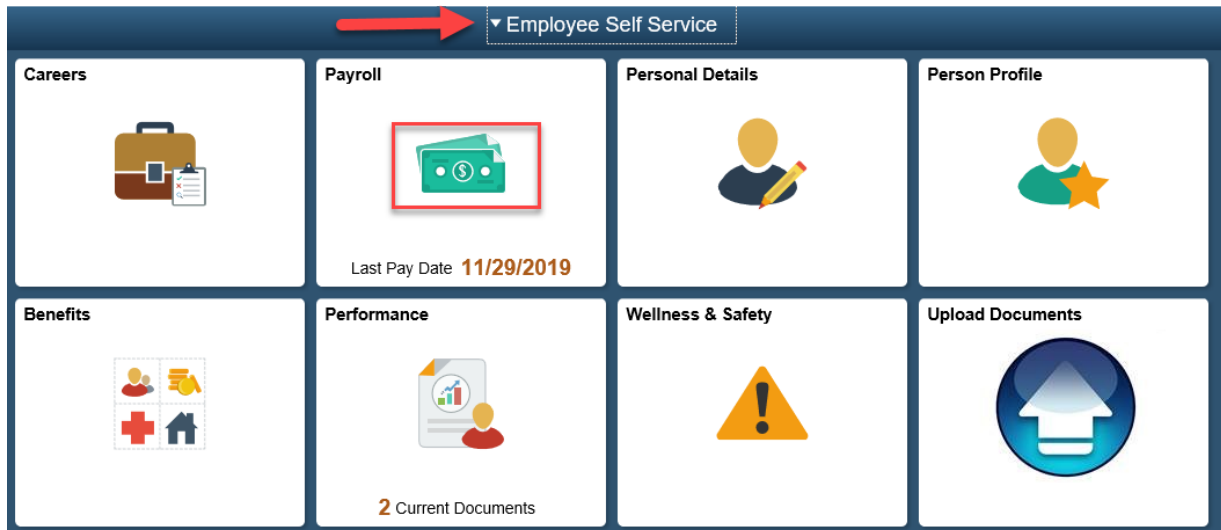


Employee Self Service (ESS) W-2/W-2c Electronic Consent

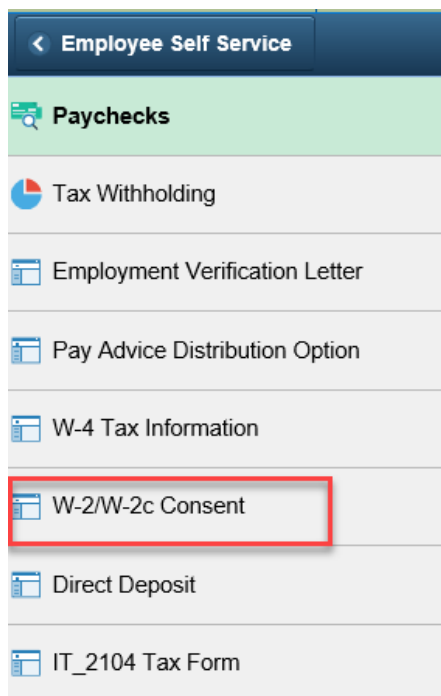
The W-2/W-2c Consent Form page provides the option to submit or withdraw your consent to receive electronic W-2/W-2c forms.

W-2/W-2c Electronic Consent

Navigation: Employee Self Service (Home Page) > Payroll Tile




1. The Payroll page displays
2. Select the W2/W-2 Consent link.



3. The W-2/W-2c Consent page displays
4. If your current status is listed as receiving paper forms by mail and you want to receive your W-2/W-2c electronically, read the text box information.
5. Select the check box to indicate your consent.
6. Select the Submit button.

W-2/W-2c Consent

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

Please check the box below to receive a 2019 electronic W-2/W-2c Federal tax form. After you submit your consent form, it will remain valid until you submit a withdrawal of consent. All employees on active status can view their 2019 and future W-2/W-2c forms online. Employees who are terminated or on an unpaid Leave of Absence will not have the ability to view or print their forms and must contact Payroll Shared Services for assistance.

For more information on W-2/W-2c year-end processing and/or to update your address please visit the Payroll & Timekeeping page at ess.nychhc.org.

If you do not check the box below you will receive a hard copy of your 2019 W-2/W-2c form.

If you have any further questions or require W-2/W-2c forms prior to 2019, please contact Payroll Shared Services (PRSS) at 646-694-7777 or email at PRSS@nychhc.org

Upon clicking the Submit button, an immediate email confirmation will be sent informing you that your 2019 electronic W-2/W-2c tax form request has been received and a subsequent email will be sent as soon as it is available to view and print.

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

Submit

7. Verify Identity page displays.

Verify Identity ×


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

User ID

Password

8. To verify your identity, enter your password and select Continue.

Submitted Successfully

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

Please check the box below to receive a printed 2019 W-2/W-2c Federal tax form from the Payroll Department. After you submit your withdrawal form, it will remain valid until you consent to an electronic W-2 or W-2c form.

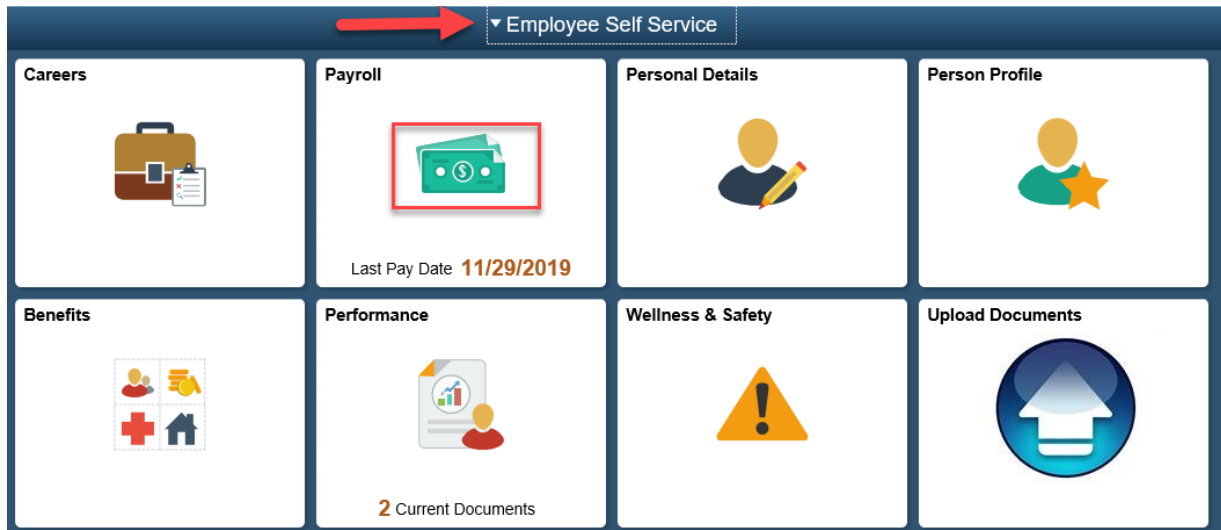
For more information on W-2/W-2c year-end processing and/or to update your address please visit the Payroll & Timekeeping page at ess.nychhc.org.

If you have any questions, please contact Payroll Shared Services (PRSS) at 646-694-7777 or email at PRSS@nychhc.org.

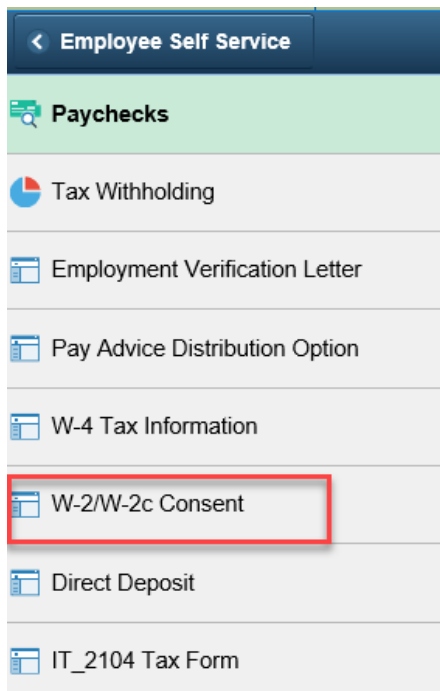
9. Confirmation email will be sent.

W-2/W-2c Withdraw Electronic Consent

Navigation: Employee Self Service (Home Page) > Payroll Tile




1. The Payroll page displays
2. Select the W2/W-2 Consent link.



3. The W-2/W-2c Consent page displays
4. If your current status is listed as receiving forms electronically, and you want to receive your W-2/W-2c in paper form, read the text box information.
5. Select the check box to indicate your withdrawal from electronic W-2/W-2c forms.
6. Select the Submit button.

W-2/W-2c Consent Form

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

I would like to receive a paper copy of my IRS Forms W-2 (or W-2c in the event of a correction) and I acknowledge it will be mailed to my current address on file.

My choice to withdrawal is effective immediately and will be valid for all subsequent tax years unless I consent to receive an electronic copy, no later than December 31st of this year. I understand the withdrawal of my consent does not apply to previously issued Forms W-2.

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

7. Verify Identity page displays.

Verify Identity ×

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


User ID

Password

8. To verify your identity, enter your password and select Continue.

Payroll ⌵ ⋮ ⌂

W-2/W-2c Consent

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

Please check the box below to receive a 2019 electronic W-2/W-2c Federal tax form. After you submit your consent form, it will remain valid until you submit a withdrawal of consent. All employees on active status can view their 2019 and future W-2/W-2c forms online. Employees who are terminated or on an unpaid Leave of Absence will not have the ability to view or print their forms and must contact Payroll Shared Services for assistance.

For more information on W-2/W-2c year-end processing and/or to update your address please visit the Payroll & Timekeeping page at ess.nychhc.org.

If you do not check the box below you will receive a hard copy of your 2019 W-2/W-2c form.

If you have any further questions or require W-2/W-2c forms prior to 2019, please contact Payroll Shared Services (PRSS) at 646-694-7777 or email at PRSS@nychhc.org

Upon clicking the Submit button, an immediate email confirmation will be sent informing you that your 2019 electronic W-2/W-2c tax form request has been received and a subsequent email will be sent as soon as it is available to view and print.

9. Confirmation email will be sent.