

W-2/W-2c Consent

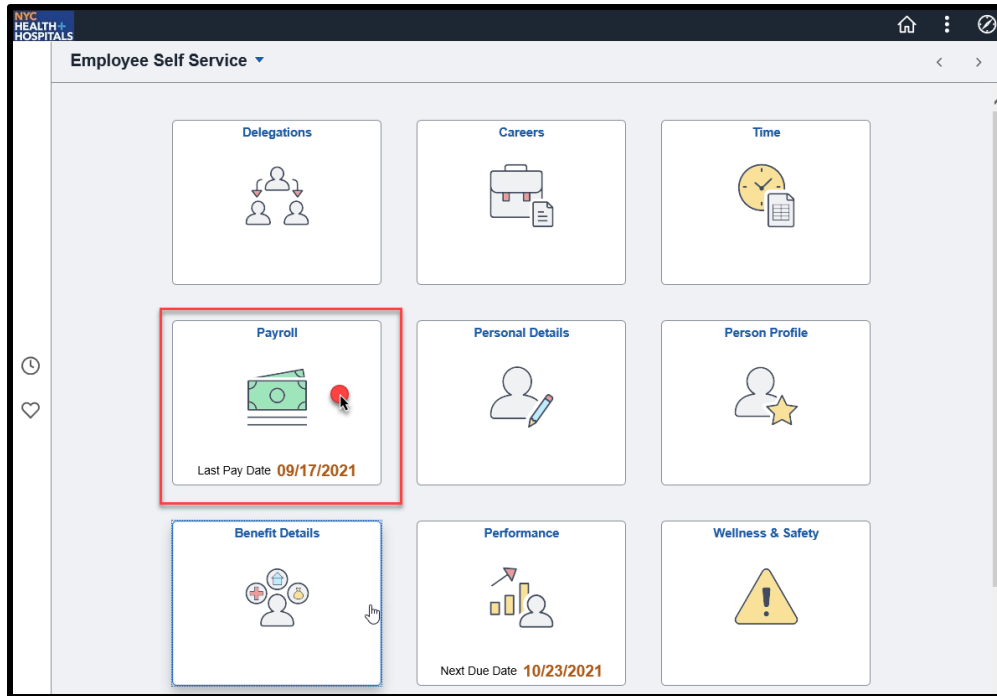
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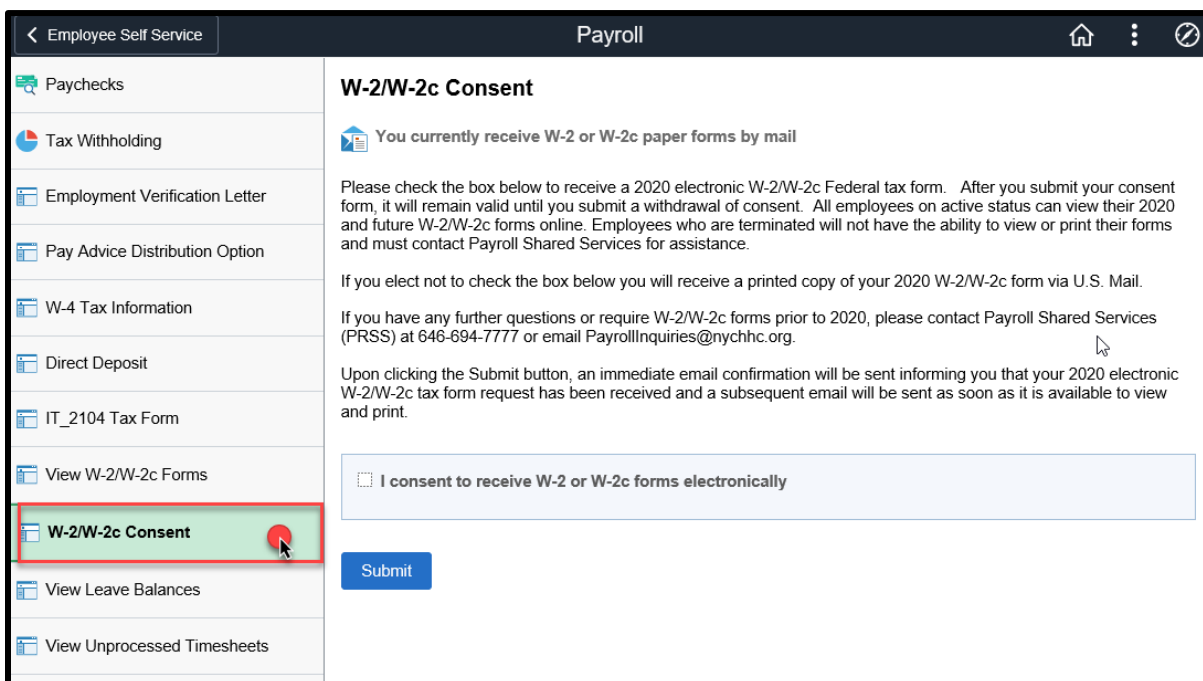
PAGES 4-5: **[W-2/W-2c Consent by Mail](#)**

W-2/W-2c Consent for Electronic

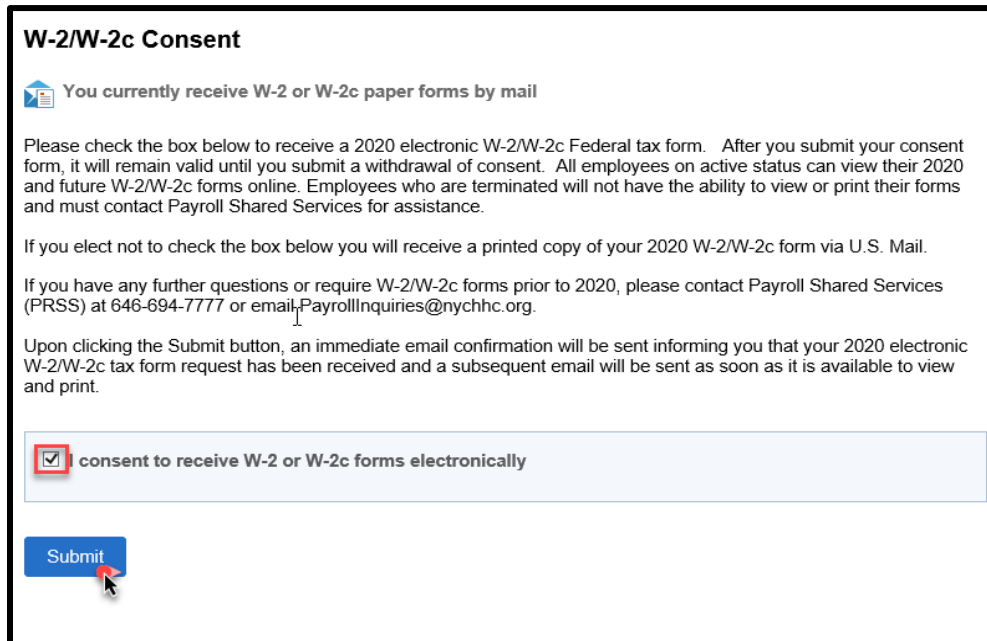
1. After successfully logging into PeopleSoft HR, click on the **Payroll** tile.




2. Select the **W-2/W-2c Consent** from the menu on the left to consent to receive W-2 or W-2c paper forms by mail or electronically.



3. If you wish to receive your W-2 or W-2c forms electronically, select the check box next to 'I consent to receive W-2 or W-2c forms electronically'. Then click **Submit**.



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 2020 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 2020 and future W-2/W-2c forms online. Employees who are terminated will not have the ability to view or print their forms and must contact Payroll Shared Services for assistance.

If you elect not to check the box below you will receive a printed copy of your 2020 W-2/W-2c form via U.S. Mail.

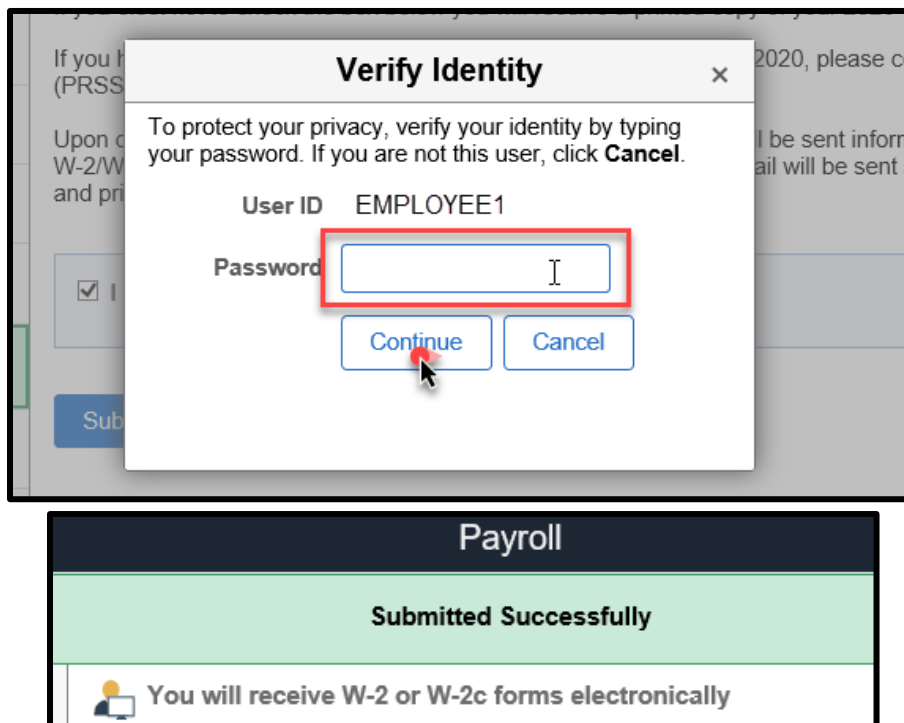
If you have any further questions or require W-2/W-2c forms prior to 2020, please contact Payroll Shared Services (PRSS) at 646-694-7777 or email, PayrollInquiries@nychhc.org.

Upon clicking the Submit button, an immediate email confirmation will be sent informing you that your 2020 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

4. A **Verify Identity** window populates. Enter your password and click **Continue** to consent. Your changes should save successfully.



Verify Identity x

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


User ID EMPLOYEE1

Password

Continue **Cancel**

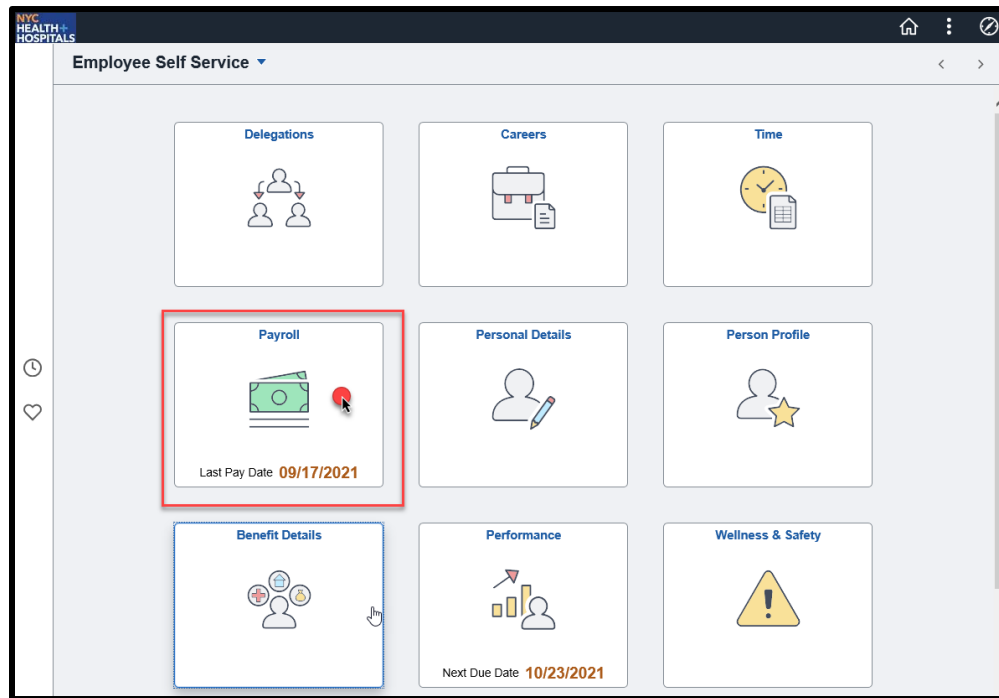
Payroll

Submitted Successfully

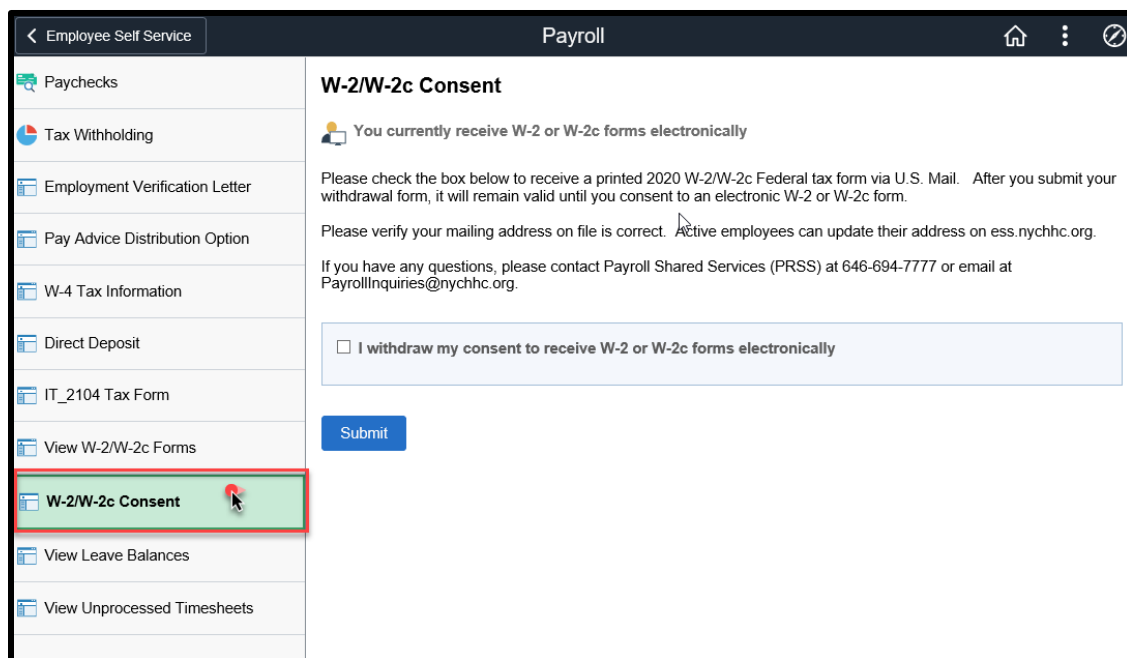
 You will receive W-2 or W-2c forms electronically

W-2/W-2c Consent by Mail

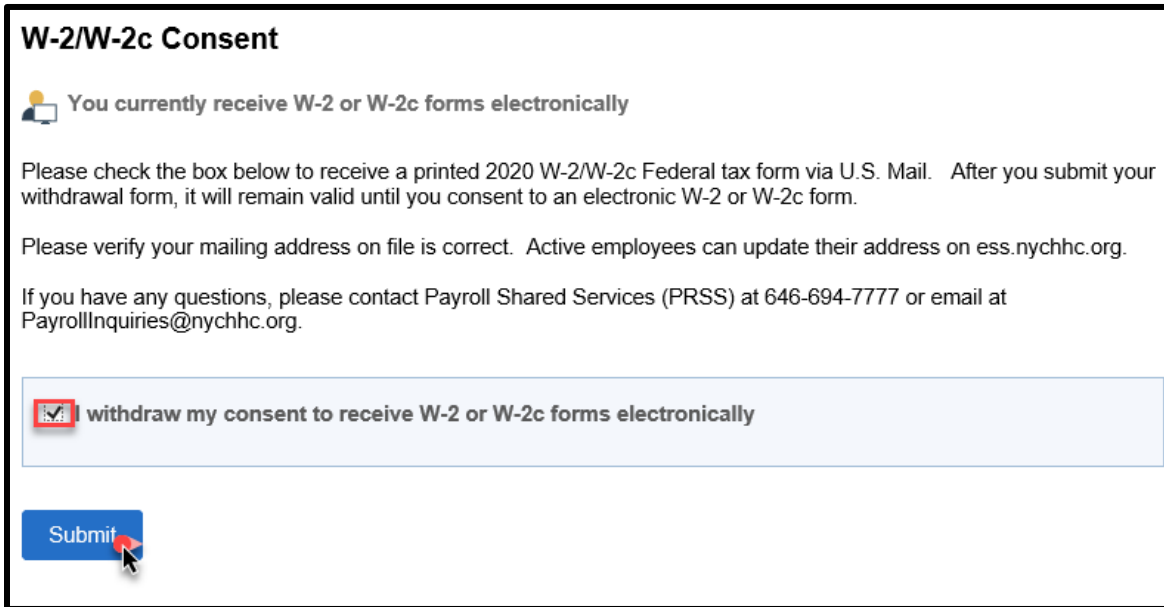
1. After successfully logging into PeopleSoft HR, click on the **Payroll** tile.




2. Select the **W-2/W-2c Consent** from the menu on the left to consent to receive W-2 or W-2c paper forms by mail or electronically.



3. If you wish to receive your W-2 or W-2c forms by mail, select the check box next to **‘I withdraw my consent to receive W-2 or W-2c forms electronically.’** Then click **Submit**.



W-2/W-2c Consent

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

Please check the box below to receive a printed 2020 W-2/W-2c Federal tax form via U.S. Mail. After you submit your withdrawal form, it will remain valid until you consent to an electronic W-2 or W-2c form.

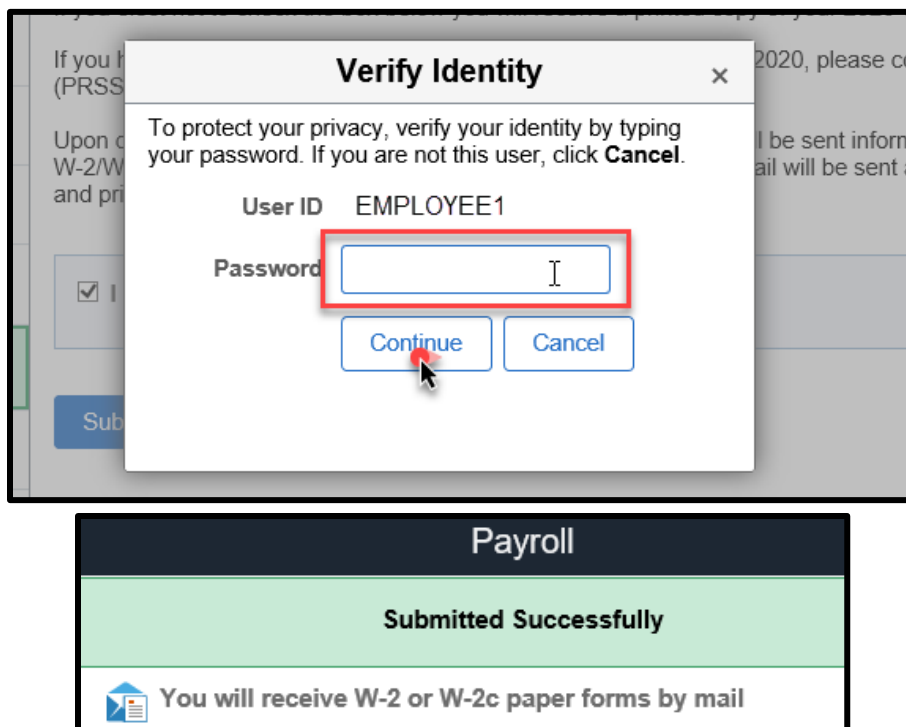
Please verify your mailing address on file is correct. Active employees can update their address on ess.nychhc.org.

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

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

Submit

4. A **Verify Identity** window populates. Enter your password and click **Continue** to withdraw your consent. Your changes should save successfully.



Verify Identity x

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


User ID EMPLOYEE1

Password

Continue **Cancel**

Payroll

Submitted Successfully

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