

W-2/W-2c Consent

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W-2/W-2c Consent for Electronic

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

e Self Service ~			12-20-20-20-20-20-20-20-20-20-20-20-20-20	
	Delegations + A- A- A- A-	Careers	Time	
-	Payroll	Personal Details	Person Profile	
	Benefit Details	Performance	Wellness & Safety	
	Upload Documents	Emergency Reassignment		

 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.

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Payroll		
🕂 Paychecks	⅔ You currently receive W-2 or W-2c forms electronically	
Tax Withholding	Please check the box below to receive a printed 2023 Vr-2W-2c Federal tax form via U.S. Mail to the mailing address on record in PeopleSoft. After you submit your withdrawal request, it will remain valid until you consent to an electronic W-2 or W-2c form.	
Employment Verification Letter	Please verify your mailing address on file is correct. Active employees can update their address in Peoplesoft. If you have any questions, please contact Payroll Shared Services (PRSS) at Payrollinquiries@nychtc.org.	
W-4 Tax Information		
T Direct Deposit	I withdraw my consent to receive W-2 or W-2c forms electronically	
T2104	Submit	
View W-2/W-2c Forms		
🔁 W-2/W-2c Consent		
T View Leave Balances		
View Unprocessed Timesheets		

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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.**

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Payroll	
Raychecks	🔁 You currently receive W-2 or W-2c paper forms by mail
Tax Withholding	Please check the box below to elect to receive your 2023 electronic W-2W-2c Federal tax form. Upon submitting your consent, an email confirmation will be sent informing you that your 2023 electronic W-2W-2c tax form request has been received. Active employees who elect to receive their W2 electronically can view the 2023 and future W-2W-2c tax form sonine and will remain in effect until you withdraw your consent. A subsequent email will be sent as soon as your forms are available to view and print.
Employment Verification Letter	If you elect not to check the box below you will receive a printed copy of your 2023 W-2/W-2c form via U.S. Mail to the mailing address on record in PeopleSoft. Please verify your mailing address on file is correct. Active employees can update their address in PeopleSoft.
W-4 Tax Information	Terminated employees will not have the ability to view or print their forms and must contact Payroll Shared Services for assistance. If you have any further questions, please contact Payroll Shared Services (PRSS) Payrollinquiries@nychitc.org.
Direct Deposit	
T2104	C consent to receive W-2 or W-2c forms electronically
View W-2/W-2c Forms	Submit -
W-2/W-2c Consent	
View Leave Balances	
View Unprocessed Timesheets	

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

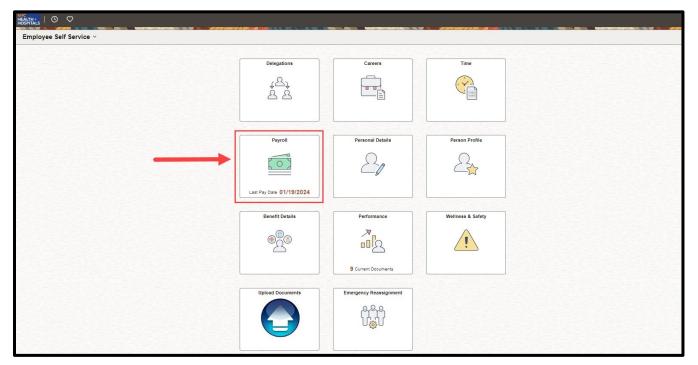
Ve	erify Identity ×	
To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.		
User ID		
Password		
-	Continue Cancel	

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(Tax Withholding	Please check the box below to elect to receive your 2023 electronic W-2W-2c Federal tax form. Upon submitting your consent, an email confirmation will be sent informing you that your 2023 electronic W-2W-2c tax form request has been received. Active employees who elect to receive their W2 electronically can view the 2023 and future W- 2W-2c forms online and will remain in effect until you withdraw your consent. A subsequent email will be sent as soon as your forms are available to view and print.	
Employment Verification Letter	If you elect not to check the box below you will receive a printed copy of your 2023 W-2W-2e form via U.S. Mail to the mailing address on record in PeopleSoft. Please verify your mailing address on file is correct. Active employees can update their address in PeopleSoft.	
W-4 Tax Information	Terminated employees will not have the ability to view or print their forms and must contact Payroll Shared Services for assistance. If you have any further questions, please contact Payroll Shared Services (PRSS) Payrollinquiries@mychhc.org.	
T Direct Deposit		
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View W-2/W-2c Forms		
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TView Leave Balances		
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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 ♡ Payroll	
net Paychecks	You currently receive W-2 or W-2c forms electronically
Tax Withholding	Please check the box below to receive a printed 2023 W-2W-2c Federal tax form Via U.S. Mail to the mailing address on record in PeopleSoft After you submit your withdrawal request, it will remain valid until you consent to an electronic W-2 or W-2c form.
Employment Verification Letter	Please verify your mailing address on file is correct. Active employees can update their address in Peoplesoft. If you have any questions, please contact Payroll Shared Services (PRSS) at Payrollinquiries@mychhc.org.
W-4 Tax Information	
Direct Deposit	I withdraw my consent to receive W-2 or W-2c forms electronically
TT2104	Submit
View W-2/W-2c Forms	
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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.

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

Ve	erify Identity	×
To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.		
User ID		
Password		
-	Continue Cancel	

