W-2/W-2c Consent

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W-2/W-2c Consent for Electronic

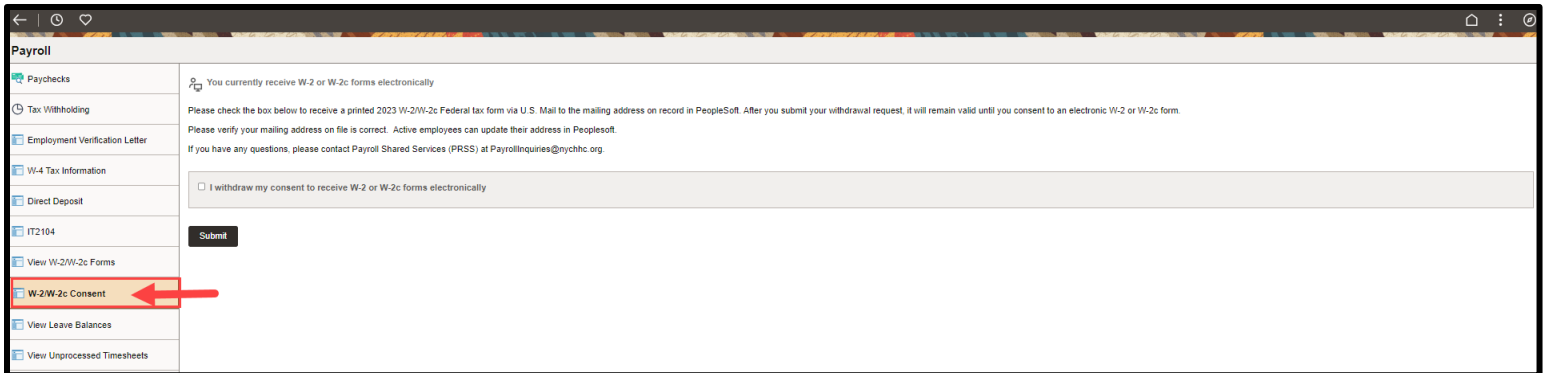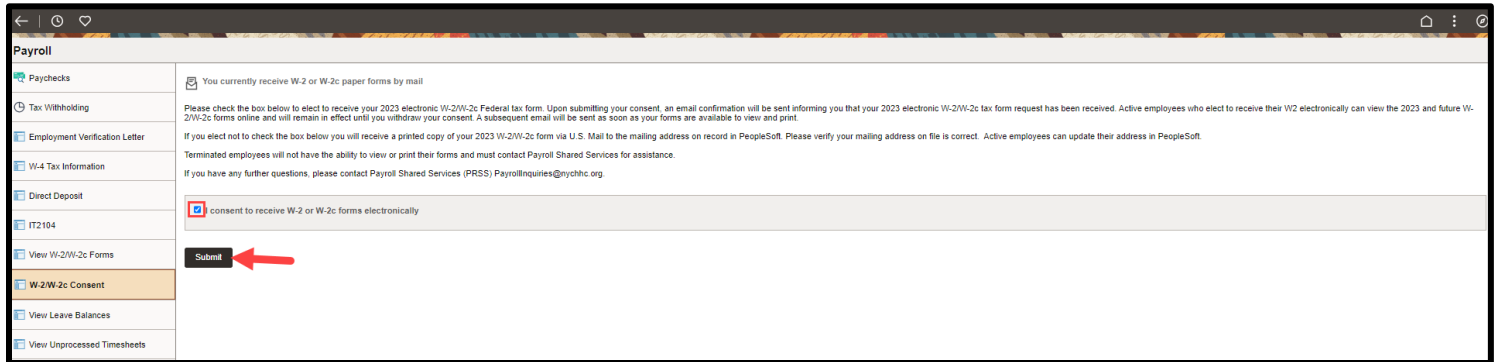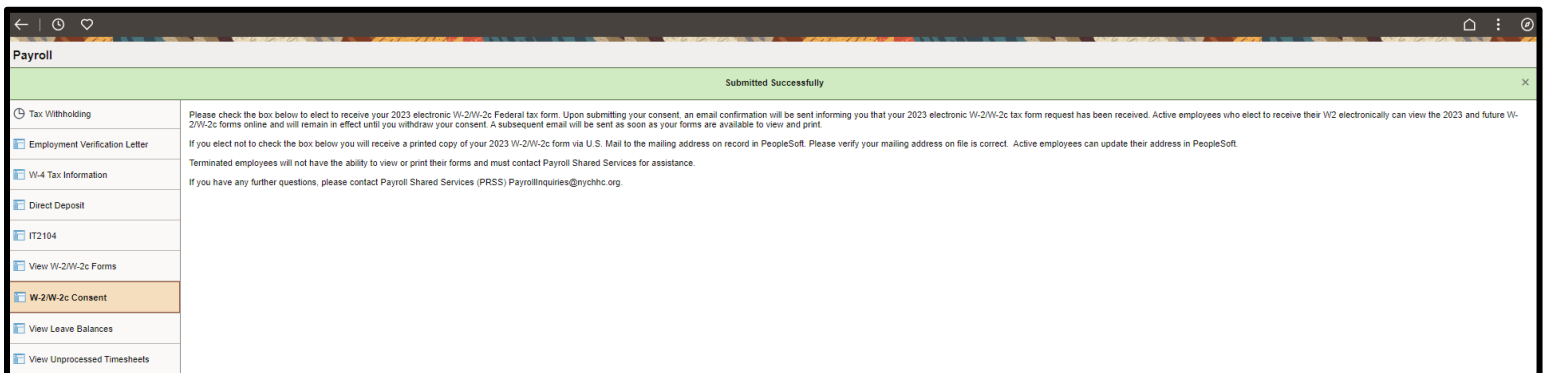**1.** After successfully logging into PeopleSoft HR, click on the **Payroll** tile.
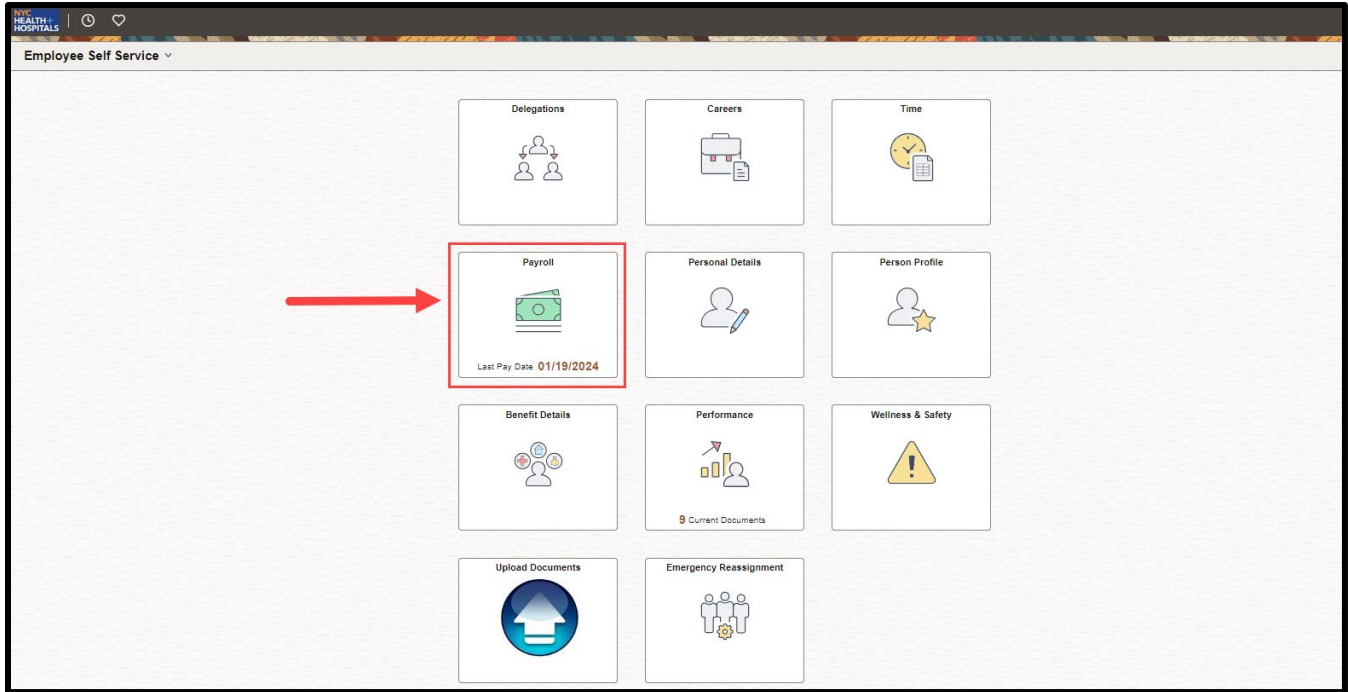
2. Select the **W-2/W-2c Consent** from the menu on the left to consent to receive W-2 or W-2c paper forms by mail or electronically.

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.**

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

W-2/W-2c Consent by Mail

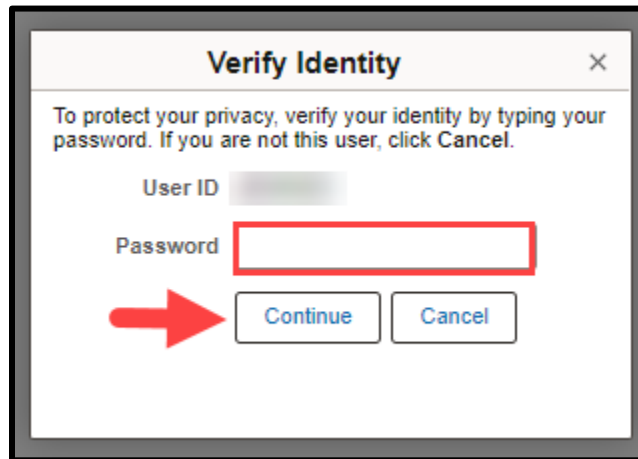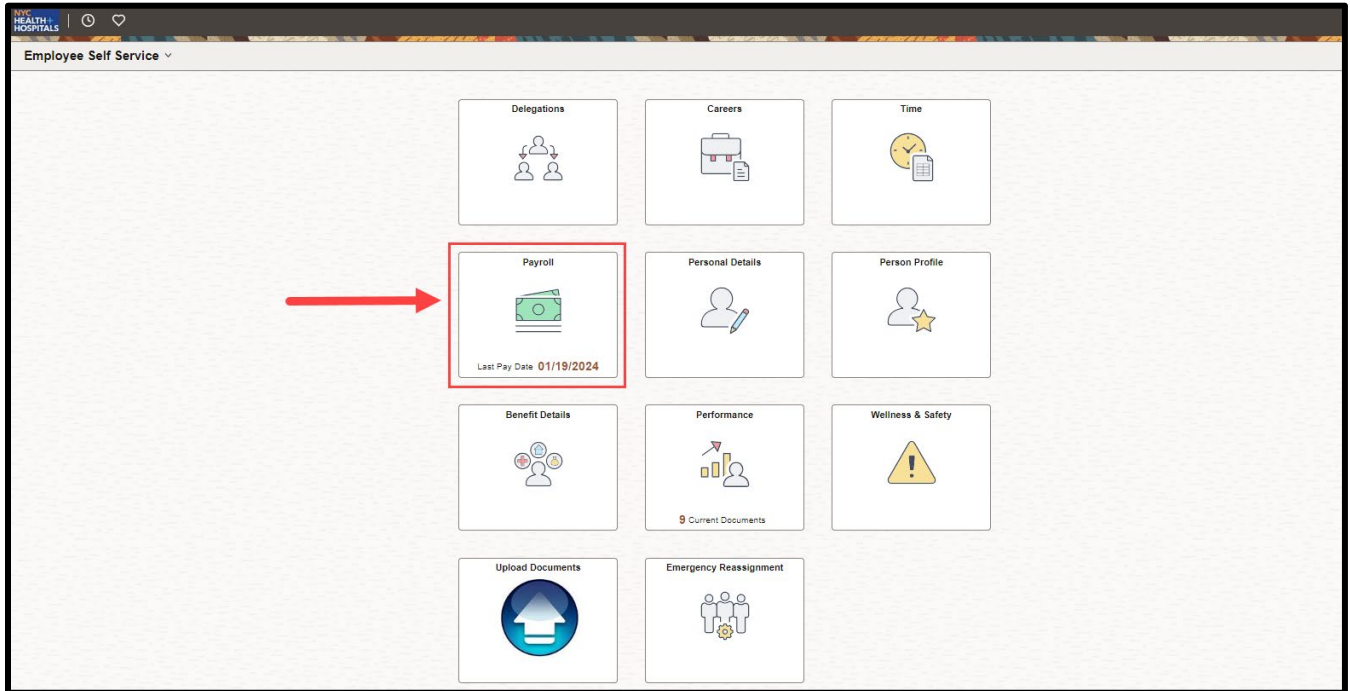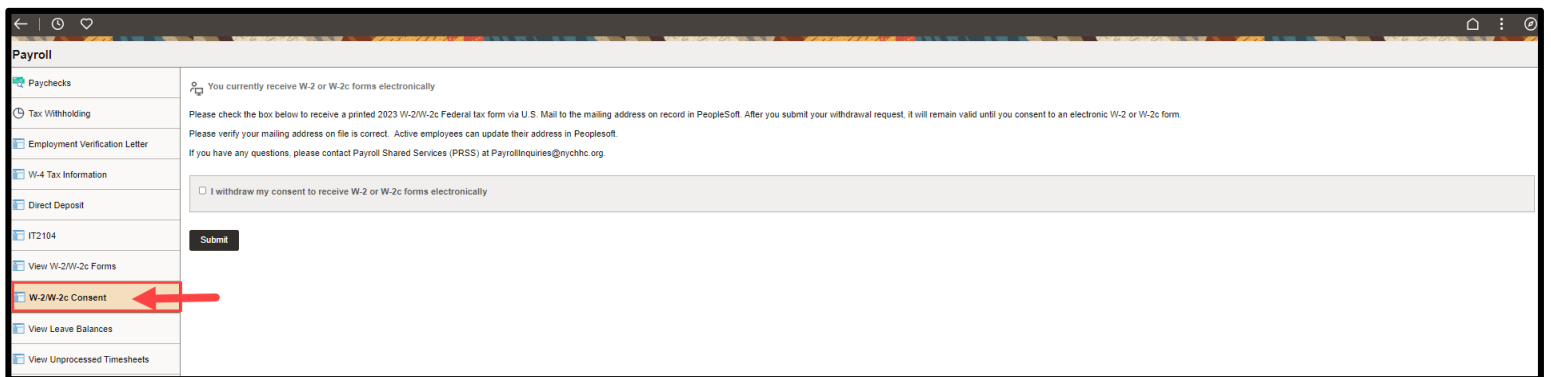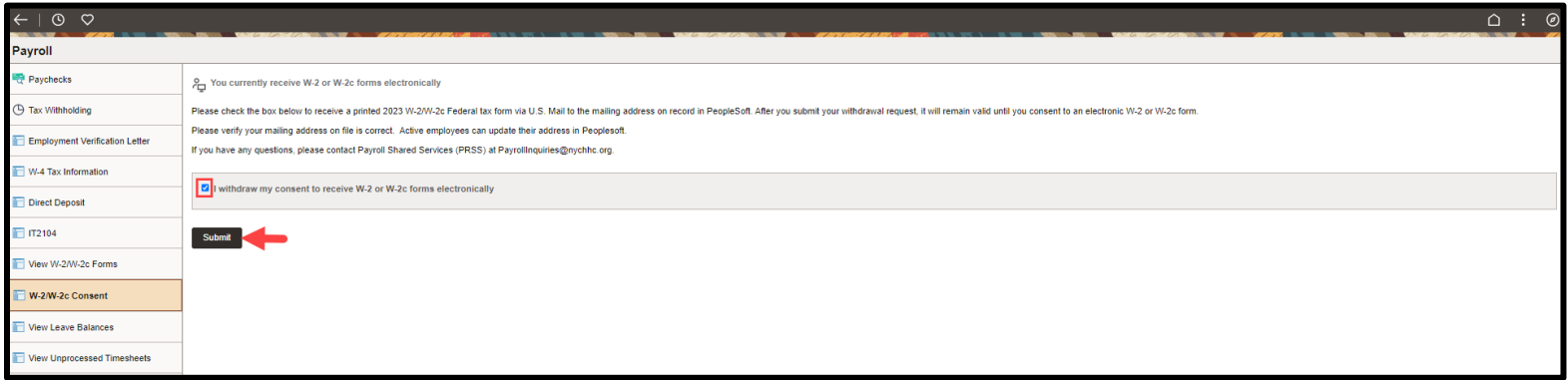1. After successfully logging into PeopleSoft HR, click on the **Payroll** tile.

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.**

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