

Electronic W-2 Consent Form

The Clarksville-Montgomery County School System is required by the IRS to furnish all Employees with a Form W-2 for each calendar year. The Form W-2 details the Employee's compensation and tax withholding amounts for the year. Employees may choose to receive their Form W-2 electronically in lieu of the paper version.

Please read all of the following information and provide your consent to receive Form W-2 in electronic format by signing the statement below.

What are the benefits of receiving an electronic Form W-2?

- You are protecting your identity! This legal document contains your social security number and annual earnings, which may be compromised in the event it is lost in the mail or misplaced.
- You have access to your W-2 earlier than those receiving it via mail. By law, W-2s must be mailed no later than January 31st.
- You have access from a secure website at any time for not only the current year but all prior tax years.

Disclosure Notice:

- IRS regulations require that employees must affirmatively consent to receiving their Form W-2 electronically.
- An employee who consents to receiving his/her Form W-2 online will not receive a paper copy. If an employee does not consent to electronic delivery, he/she will continue to receive a paper copy of Form W-2.
- An employee who elects to receive his/her Form W-2 online can also receive a paper copy of Form W-2 by contacting the Payroll Office at 931-920-7867 or payroll@cmcsc.net. Request for a paper copy does not withdraw the Employee's consent for electronic delivery of future Form W-2s.
- All employees should be aware that the Form W-2, even when provided electronically, may need to be attached to their annual tax returns, including federal, state and local tax returns. Employees can print as many copies as needed.
- Employees will be notified via email when Form W-2 is ready and a pdf copy will be attached.
- An employee's consent to receive Form W-2 by electronic format will remain in effect unless a written withdrawal is received. An employee can withdraw his/her consent and request a paper statement at any time. An employee can withdraw his/her consent by emailing payroll@cmcsc.net.
- The hardware and software requirements needed to access the W-2 statement electronically include an internet connection, web browser, and Adobe Acrobat reader or similar PDF reader software.
- If the employee terminates employment with CMCSS, the employee's consent to receive an electronic W-2 will be considered revoked and their final W-2 will be mailed to their address on file no later than January 31st, following the relevant tax year.
- It is the employee's responsibility to notify Human Resources of any changes to their personal information.

I understand that by signing below, I consent to receive Form W-2 in electronic format in lieu of receiving a paper copy. I also understand that I may withdraw my consent at any time as outlined above.

Employee Signature

Employee Name (Print)

Employee ID



Check the box to the left if you consent to receive Form 1095-C, Employer-Provided Health Insurance Offer and Coverage, in electronic format in lieu of receiving a paper copy.