

## Employee Electronic Receipt of Form W-2

11/1/2014

1. You must consent to receive your W-2 electronically. Once the consent is provided it remains in effect until you change it. It is anticipated that the electronic copy will be available through the system approximately two weeks before the paper copies can be printed and distributed. The electronic W-2 will be available through Employee Self Service.
2. The Internal Revenue Code allows Form W-2 (W-2) to be furnished in an electronic format as long as the State of Nebraska (State) meets certain requirements. By meeting these requirements, the State is considered to have furnished your W-2 to you, the recipient, in a timely manner.
3. You must electronically consent in a manner that lets the State know you can access your W-2 in the electronic format. This will be accomplished by registering for W-2s via the Self Service functionality in the system, once consent is provided it remains in effect until you change it.
4. To be assured of receiving your W-2 electronically, you must do this by December 14<sup>th</sup> of the tax year.
5. If you decide to cancel your registration you must do this by December 14<sup>th</sup> of the tax year to be assured of receiving a paper copy of your W-2.
6. Once you cancel your registration, your W-2 will be issued on paper until you once again register to receive it electronically. Cancelling does not apply to W-2s issued for previous tax years.
7. If for some reason, the State changes the W-2 process in such a significant way that you need new hardware or software to access your W-2 over the Internet, the State will notify you of the changes. If these type changes occur, you will be required to register again once you install the new hardware and/or software. Should that happen, the State will tell you exactly what you must do to register again.
8. If you do not register to receive your W-2 electronically, your W-2 will be provided to you on paper on or prior to January 31<sup>st</sup>.
9. If you terminate employment with the State of Nebraska and have consented to receive your W-2 electronically, access to your prior W-2s will be revoked following your termination and your final W-2 will be issued on paper.
10. If the State otherwise decides it is in your, or the State's, best interest to terminate on-line access to your W-2s, you will be informed of these reasons.
11. Your W-2 will be posted on-line no later than midnight, January 31<sup>st</sup>. The W-2 for the prior tax year will remain available on-line to you until you (a) terminate your employment with the State; or (b) the State otherwise terminates your on-line access and so notifies you.