



## Electronic W-2s

Did you know that the IRS does not require that a paper W-2 be mailed to your employees? If an employee consents, their W-2 can be provided through their online Employee Self Service portal.

Do you know you can allow your employees to elect this option through ORBIT at no additional charge?

How does this work? *In 3 simple steps!*

1. Complete and submit this registration form to activate Electronic W2s for your company. (Due no later than December 16, 2016).
  - Employees will be able to begin providing consent within 5 business days of your submission – you will receive confirmation when the functionality has been enabled.
2. Notify your employees of this new option and how they can “opt out” of paper W2s (we will even supply a communication template to explain this to employees).
3. Let us manage the rest...
  - Those who provide consent can “revoke” it at any time - however please note, we begin printing W2s as early as January 2nd – therefore, whatever status is in place when we print your company’s W2s, will determine an employee’s primary method of receiving their W2 for 2016.



Contact your Customer Service Representative (CSR) if you have any questions about this service.

**Please complete the information below and return to your CSR**

We would like to participate in the electronic W2 program for 2016. We understand it is our responsibility to communicate to our employees how the program works (although Payroll Data will supply a sample template).

**Client Code:** \_\_\_\_\_ **Client Name:** \_\_\_\_\_

**Authorized By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Please send completed form to your CSR.***

