

Use this task to submit or withdraw your consent to receive an electronic W-2 or W-2C form.

Dashboard Navigation:

Income and Taxes > **Enroll to receive online W-2**



or

Menu Navigation:

Employee Actions > Income and Taxes > **Enroll to receive online W-2**

Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.

The screenshot shows the UCPath interface for Peggy King. The left sidebar contains a navigation menu with options like 'Direct Deposit', 'View Paycheck', 'View Pay Record', 'CA State W-4 (DE-4)', 'Federal Withhold...', 'Out-of-state Tax...', 'Enroll to receive o...', 'View Online W-2/...', and 'W-2 Reissue Requ...'. The 'Enroll to receive o...' option is highlighted. The main content area is titled 'W-2/W-2C CONSENT FORM' and includes a 'SUBMIT' button. The form text states: 'The IRS has approved the delivery of your W-2/W-2c statement(s) online if you provide your consent. An email notification will be sent to you when the W-2/W-2c is available for retrieval. You will receive a paper W-2/W-2c if you do not provide your consent. You DO NOT need to update your election every year. Your latest election will remain on file until you change it. You may change your delivery option at any time through December 31. Changes made after December 31 will be applied to next year's W-2. Your W-2 may be required to be printed and attached to a federal, state, or local income tax return. Your forms will be maintained on UCPath for a minimum of five years. If you have any questions or need other services, please contact the UCPath Center Monday - Friday 8:00 a.m. - 5:00 p.m. (PST) at 855-982-7284.' Below this text, there is a checkbox labeled 'By checking this box, I hereby acknowledge that I wish to receive my W-2/W-2c electronically. I understand that I will no longer receive a paper version of my W-2/W-2c unless I unselect this checkbox. I also understand that all notification regarding my W-2/W-2c form(s) will be sent to the preferred email address that is on file for me.' The checkbox is currently unchecked, and the status above it is 'CONSENT WITHDRAWN'.

Step	Action
1.	<p>The current status of your consent appears on the page.</p> <p>To receive your W-2/W-2C electronically, click the Consent option.</p> 
2.	<p>Click the Submit button.</p>
3.	<p>A confirmation message appears.</p> <p>Click the OK button.</p> 
4.	<p>Your current status appears on the page.</p> <p>When your current status is Consent Received, you can withdraw your consent to receive your W-2/W-2C electronically by checking the consent check box.</p>

Step	Action
5.	You have submitted or withdrawn your consent to receive an electronic W-2 or W-2C form. End of Procedure.