

Purpose:

The objective of this job aide is to show the end-user how to indicate consent to receive electronic W-2/W-2c forms. By selecting this option, you **will not** be mailed paper W-2/W-2c forms. The form **must** be accessed electronically via **PeopleSoft Employee Self Service**.

Step 1:

Click on Self Service

**Step 2:**

Click on Payroll and Compensation

**Step 3:**

Click on W-2/W-2c Consent

**W-2/W-2c Consent Form**

Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

Step 4: Please read through the consent guideline in its entirety before indicating whether you would like to opt out of receiving the paper W-2/W-2c forms. **Note:** This option must be submitted by the January 11, 2012 deadline.

You must complete this consent form to receive electronic W-2 or W-2c forms. If you choose this option, you will not receive your W-2/W-2c by mail. You must submit the electronic consent form by January 11, 2012. If you wish to continue to receive paper W-2/W-2c in the mail, you do not need to do anything. OPRS will continue to mail to the address currently on file. After you submit your electronic consent form, it will remain valid until you submit an electronic withdrawal of consent form. The exception is when your employment with the District of Columbia is terminated or electronic access to forms is discontinued.

Whether you receive your W-2/W-2c electronically or via regular US mail, you will be able to print/reprint through

Whether you receive your W-2/W-2c electronically or via regular US mail, you will be able to print/reprint through ESS (Note: Printing through ESS may require you to adjust the web browser on your individual computer).

If you have any questions about W-2/W-2c, please contact OPRS at 202-741-8650/8630.

This is an auto-generated message. Please Do Not Respond to this message.

Step 5:

Please check box to indicate that you have agreed to receive an electronic copy of your W-2/W-2c via Self Service

Your Current Status: No consent received.

Check here to indicate your consent to receive electronic W-2 and W-2c forms.



Submit

Step 6:

Please check your DC Government Outlook email. Once you have checked the option above and clicked , you will receive an automated email **confirmation** that OPRS has received your consent for electronic W-2/W-2c forms.

This email is to confirm that the Office of Pay and Retirement Services has received your consent to receive electronic W-2 and W-2c forms. The Office of Pay and Retirement Services will stop sending you paper W-2 and W-2c forms. If you prefer to receive paper W-2 and W-2c forms, you must submit a withdrawal of consent form.

If you have any questions, please contact the Office of Pay and Retirement Services at 202-741-8650.

This is an auto-generated message. Please Do Not Respond to this message.

Note: If for some reason, you decided to rescind the electronic option, please uncheck the box and click submit. You will receive an email confirmation indicating that OPRS has received your **withdrawal** consent to receive electronic W-2/W-2c forms. OPRS will resume mailing your paper W-2/W-2c forms to your address currently on file.