

How Do I Submit My Consent to Receive an Electronic W-2 Form?

To ensure you receive your current year's W-2 electronically, you need to enroll by December 31.

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Taxes** tile.
3. Select **W-2/W-2c Consent** from the menu listing.
4. Your current consent status is listed above the checkbox.
5. To consent to receive your W-2 electronically:
 - a. Click in the **checkbox** next to **Check here to indicate your consent to receive electronic W-2 and W-2c forms**.
 - b. Click **Submit**.
 - c. Click **OK**.
 - d. Your **Current Status** is now **Consent received**.
 - e. You will receive an email confirming this change.
6. To remove your consent to receive your W-2 electronically:
 - a. Click in the **checkbox** next to **Check here to withdraw your consent to receive electronic W-2 and W-2c forms**.
 - b. Click **Submit**.
 - c. Click **OK**.
 - d. Your **Current Status** is now **Consent Withdrawn**.
 - e. You will receive an email confirming this message.

