



## W-2 Electronic Consent

Federal regulations require that employees give their consent to receive the W-2 in an electronic format. Employees must consent to electronic delivery by the last day of the tax year for that tax year. For example, Dec. 31, 2023 for the 2023 W2 that becomes available prior to January 31, 2024.

It's easy! Follow these steps to consent to or confirm your current status.

1. Log into OneUSG Connect at [OneUSGConnect.usg.edu](https://OneUSGConnect.usg.edu)
2. Click the Payroll tile from Employee Self Service.
3. Click the Taxes tile.
4. Click W-2/W-2c Consent.
  - o If you have already consented in OneUSG Connect to receive W-2 or W-2c forms, your status will indicate "Consent received," and no further action is required.
  - o If your current status is "No consent received," proceed to step four.
5. Click the box for "Check here to indicate your consent to receive electronic W-2 and W-2c forms."
6. Click Submit.

Once your consent is given in OneUSG Connect, it carries forward each year and does not need to be repeated.

### Why should you consent to electronic W-2?

1. Online delivery provides access to your W-2 statement earlier than the traditional paper process.
2. Online delivery minimizes the chance that your W-2 statement will get lost, misdirected, or delayed during delivery or misplaced after received.
3. Your sensitive information is safer. Electronic delivery helps ensure that your W-2 is delivered directly to you and not opened/seen by the wrong person.
4. You can retrieve your W-2 statements at any time of day and on weekends.
5. You can print multiple copies at your convenience.
6. W-2 statements will remain online for multiple years.
7. Go Green!

If you do not consent, a paper W-2 will be mailed to your current address on record.

If you have questions or concerns, please email [oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu) .