

## Electronic W-2 Consent

St. Olaf College is required by the Internal Revenue Service (IRS) to furnish all employees with a Form W-2 for each calendar year. The Form W-2 details the employee's compensation, tax withholdings and required disclosures for the year. Employees have the option to receive their W-2 through *Oracle* or *ADP Document Delivery Preference modules*.

Employers must comply with specific IRS regulations to use electronic W-2's, and employees must provide their consent to receive an electronic W-2 instead of a paper copy. This notice contains the required IRS disclosure information and instructions for you to consent to receiving your W-2 electronically instead of a paper copy.

Federal regulations require that employees give their consent to receive the W-2 in an electronic format. Once consent is given, it carries forward each year thereafter while the employee is still employed with the College.

### Important Reminders

- These documents contain your social security number, which you will want to protect to help prevent identity theft.
- To access prior year W-2 forms, please contact the Payroll Office.
- If you wish to revoke your consent, please go back into the Oracle Document Delivery Preferences module and change your preference.
- If you are unable to provide consent in this preferred manner, please contact the Payroll Office.
- If you do not give consent to receive your W-2 electronically, you will receive a paper copy.

For additional information or questions, please contact the Payroll Office at 507-786-3299 or [payroll@stolaf.edu](mailto:payroll@stolaf.edu)

**Full Disclosure – IRS Publication :15-A 2023 <https://www.irs.gov/pub/irs-pdf/p15a.pdf>**

If an employee does not consent to receive an electronic version of Form W-2, he or she will be furnished a Form W-2 on paper.

The 2024 Electronic Form W-2 Consent Statement is effective for Forms W-2 issued for the calendar year 2024 and all future periods until consent is withdrawn or the individual is no longer employed by St. Olaf College.

After giving consent, an employee may still request a paper Form W-2 by contacting the Payroll Office. This may be done via email at [payroll@stolaf.edu](mailto:payroll@stolaf.edu) or U.S. mail to St. Olaf College, 1520 St. Olaf Avenue, Northfield, MN 55057. The request for a paper W-2 will be considered as revoking consent to receive the W-2 electronically.

An employee may withdraw his or her consent by entering Oracle and navigating to Me->Pay->Document Delivery Preferences, and selecting Edit, then Delivery Method and Save to confirm the change. The withdrawn consent does not apply to the previously issued Forms W-2.

St. Olaf College will not provide the Form W-2 electronically to an individual who has terminated his or her employment prior to January 31. These individuals will receive paper copies via U.S. mail. If a former employee requires an additional copy of the Form W-2, he or she may follow the previously mentioned methods of contacting the Payroll office or access via ADP. If an employee has consented to receive an

electronic version of Form W-2 and has not printed the form prior to termination, he or she should contact the Payroll office in order to receive a paper copy via U.S. mail.

An employee must immediately update any contact information (mailing address, email address, name change, etc.) by logging into Oracle->Personal Info->Contact Info or contacting the Human Resources Department.

The hardware and software requirements needed to access, print and retain Form W-2 electronically include an internet connection, web browser, and Adobe Acrobat reader.

The Form W-2 may be required to be printed and attached to a federal, state, or local income tax return.

For additional information or questions, contact Payroll at 507-786-3299 or [payroll@stolaf.edu](mailto:payroll@stolaf.edu)