

Dexter Community Schools
Electronic W-2s
Notice and Disclosure

Summary

You may request your W-2 be available electronically. It is simple to sign up.

- 1) Go into your ESuite account.
- 2) Go to MY HR --> Print W2 Forms
- 3) Click the box "Paperless W-2"
- 4) Click OK after reading the fine print.
- 5) You will get an email when the W-2 is available to print in eSuite at the end of January.
- 6) The deadline to make your election for 2019 is Thursday, January 9.
- 7) If you do not click the box, you will continue to receive your paper W-2 in the mail.

Please read the following notice:

Dexter Community Schools is required by the Internal Revenue Service (IRS) to provide each employee with a W-2 Form that states the employee's compensation and tax withholding amounts for the calendar year on or before January 31st of the following year. The IRS permits the use of electronic W-2 statements to meet this requirement. Starting this year, instead of paper copies, employees may choose to receive their W-2 statement electronically.

The benefits of receiving an electronic W-2 statement are:

- Earlier access
- Once received electronically, significantly less possibility that the W-2 may be lost or stolen
- Access is possible electronically if the employee is away from his/her usual home or work location
- Compensation and tax withholding information may easily be downloaded into many tax preparation software programs

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. If you have any questions regarding this notice or your W-2 Statement, contact the HR Department.

Please read this entire notice and, if you wish to receive all future W-2 statements from this company electronically, provide your consent as instructed below. If you do not provide this consent by the second Thursday of January, you will continue to receive a paper copy of your W-2 statement. Once you provide consent in eSuite, you will continue to receive all future W-2 statements electronically. You do not need to do this every year.

As required by the IRS, this consent must be made electronically in a manner that reasonably demonstrates that the employee can access the W-2 in the electronic format in which it will be provided. As an alternative, the consent may be made via e-mail or via a

paper authorization if it is confirmed electronically in a manner that demonstrates the employee's ability to access the electronic statement.

To assure compliance with this requirement, employees who wish to receive their W-2 electronically, must:

- 1) Go into your ESuite account.
- 2) Go to MY HR --> Print W2 Forms
- 3) Click the box "Paperless W-2"
- 4) Click OK after reading the fine print.

If you are unable to provide consent in this preferred manner, please contact the Payroll Office no later than December 24th. This consent will cease if the employee is no longer employed at Dexter Community Schools.

An employee who chooses to receive his/her W-2 statement electronically may withdraw consent. The employee's withdrawal of consent will be effective on the date it is received. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued.

To withdraw your consent, send an e-mail or written notice to:

- 1) Go into your ESuite account.
- 2) Go to MY HR --> Print W2 Forms
- 3) Unclick the box "Paperless W-2"
- 4) Click OK after reading the fine print.

In addition, an employee's written request to receive a paper copy will be considered a withdrawal of consent for electronic delivery.

If an employee consents to electronic W-2 delivery and the delivery is unable to be made due to a technical problem, incorrect login or password, incorrect e-mail address, the employee will receive a paper copy. If there is any change in how to receive electronic delivery, employees will be notified immediately via e-mail or written notice. Employees are also required to inform the HR Department promptly of any personal address or status changes through the company intranet or by written notification.

Electronic W-2 statements will be accessible at least a duration as required by the IRS. (The IRS requires that they are posted through October 15th of the year following the calendar year applicable for the Form.)

If you completed the electronic consent correctly, you will receive an e-mail notification no later than January 31st with the subject line "Important Tax Return Document Available".

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