WACO INDEPENDENT SCHOOL DISTRICT

W-2 Consent Form

Name: _____ ID#: _____

Employees have the option of receiving their W-2s in electronic format or hard copy.

Please indicate your choice by checking the appropriate box below:

☐ I choose to receive my W-2 in electronic format and accept responsibility for accessing my W-2 according to the instructions provided.

☐ I **do not** choose to receive my W-2 in electronic format. I understand that my paper W-2 will be mailed by US Postal Service on the last day of January. **I understand that it is my responsibility to notify the Human Resources department if there is a change in my mailing address.**

Please read the following statements carefully for they provide important information about your W-2.

- This consent will remain in effect until you notify the Payroll department in writing your request to change how you will receive your W-2.
- If you choose to receive a paper form of your W-2 and you have received electronic forms previously the change to the paper form will not change the electronic receipt of previous W-2s.
- **Your W-2 can be accessed electronically at:**
  http://www.wacoisd.org
  Employment
  Current Employees
  Employee Service Center
- If you leave employment with Waco ISD you can still access your W-2 electronically. You would need to contact the Payroll department to get the instructions on how to access your W-2.
- Any changes in your choice on how to receive your W-2 needs to be made by December 31 of each year so that the Payroll department has time to update your information before W-2s are released in January.

If the Payroll department is not notified that you want to receive a paper W-2 then you will automatically be set up for electronic delivery.
If you have any questions concerning this consent form or about your W-2 please contact the Payroll department by email or phone.

_____ _____

Signature Date

Revised, 8/2024