

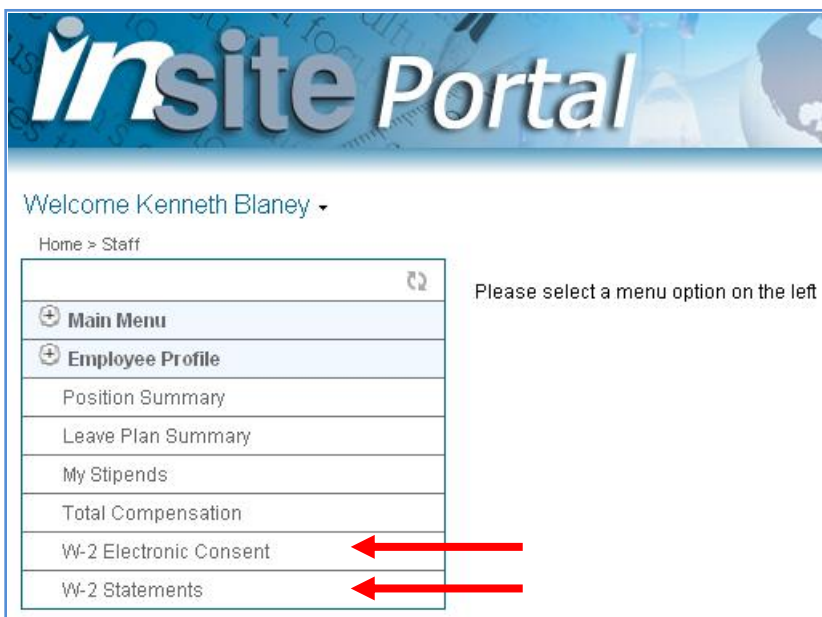
Viewing and Printing W-2s Online

Starting with Calendar Year 2010, you may now view and print your W-2 statements electronically in an IRS-compliant, PDF document via WebAdvisor. The WebAdvisor Employee Menu contains options to consent to use this feature, and to view and print the W-2 statements.

There are links to WebAdvisor on the District website and each College's website. Under the Employee Profile are two options for W-2 processing:

- W-2 Electronic Consent
- W-2 Statements

The menu example below shows the two options at the bottom of the list.



All employees must give their consent in order to electronically view and print W-2 statements. Once you consent to using this feature all future W-2 statements will be available online only for viewing and printing, and will NOT be printed by the District Office.

If you do not consent to using this feature you will not be able to view or print W-2 statements online. Your selection remains on file until you change it.

The first time you attempt to use this feature you may choose either of the two options above. If you choose the **“W-2 Statements”** prior to the **“W-2 Electronic Consent”** option you will receive a message stating that you must consent to use this feature.

Viewing and Printing W-2s Online

W-2 Statements x

Tax Year Notation

You have not consented to view your W-2s electronically. To view your consent status and make any changes necessary click the OK button below.

Electronic W-2 Consent History

No consent history available.

OK

The pages linked here are displayed in Adobe Acrobat's Portable Document Format (PDF). For best results, use Acrobat Reader 4.0 or higher to view these files. Use the button below to go to the Adobe Web site and download the current version of Adobe Reader.

Get Adobe Reader

Click **[OK]** and you will be directed to the same form that is presented when you select the **“W-2 Electronic Consent”** option.

W-2 Electronic Consent x

BACK

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form, remove my consent, and revert back to receiving my W-2 in paper form through the mail.

I choose to withhold my consent and understand by doing so that I will continue to receive a paper W-2 statement. I also understand that by withholding my consent, I will not have access to current, prior or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.

Electronic W-2 Consent History

No consent history available.

SUBMIT

Once you select the top option you will be able to electronically view and print W-2s for any year listed. By selecting the consent option you also agree that this is the only format that you will receive your W-2, and we will no longer print paper W-2 statements for you.

You may change your selection at any time. The consent history is shown in the lower left hand portion of the form (see above).

Viewing and Printing W-2s Online

When you have completed the Consent form and select the “**W-2 Statements**” option a form similar to the one below appears.

The screenshot shows a web browser window titled "W-2 Statements". At the top left is a "BACK" button. Below it is a table with two columns: "Tax Year" and "Notation". The "Tax Year" column contains the value "2010". Below the table is a section titled "Electronic W-2 Consent History" with a single entry: "12/08/11 02:18:19PM - Consent Given". An "OK" button is centered below the history. At the bottom of the window is a yellow banner with text: "The pages linked here are displayed in Adobe Acrobat's Portable Document Format (PDF). For best results, use Acrobat Reader 4.0 or higher to view these files. Use the button below to go to the Adobe Web site and download the current version of Adobe Reader." Below this text is a button labeled "Get Adobe Reader".

All of the years that W-2 forms are available for viewing or printing are listed, along with your Consent History. To view the W-2 statement for a calendar year, click on the year listed and a new window with the PDF document opens. You may then print the W-2 statement on blank paper. The form instructions will print as well so if you have access to a duplex printer you may want to print the instructions on the back side of the form.

Note: *W-2s prior to Calendar Year 2010 are not available with this option. If you need a copy of a prior year's W-2, or if you do not consent to use this new electronic form, you will need to contact the Payroll Department at the District Office and have a paper copy sent to you.*
