

## 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 in the Employee Service Center (TEAMS).
- I choose to receive my W-2 in **paper 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 you request to change how you will receive your W-2.
  - You change the W2 Print Option Type of Delivery in the Employee Service Center (TEAMS). This option is located under My Payroll Information/My 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.
- If you **leave employment** with Waco ISD you **can still access** your W-2 electronically. You will need to **create a new account** on the Employee Service Center (TEAMS).

**W-2 can be accessed electronically at:**

<http://www.wacoisd.org>

*Employment*

*Current Employees*

*Employee Service Center (TEAMS)*

- 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