



CONSENT FOR ELECTRONIC W2 & 1095C Forms

PAYROLL DEPARTMENT
SCHOOL DISTRICT U-46

CONSENT FOR ELECTRONIC W2 & 1095C Forms

Benefits to receiving an electronic W2 and 1095C forms:

- Online delivery provides access to the W-2 & 1095C statement earlier than the traditional paper process.
- Online delivery eliminates the chance that the W-2 & 1095C statement will get lost, misdirected or delayed during delivery or misplaced after the employee receives it.
- Employees can retrieve their W-2 & 1095C statements at any time of day and on weekends.
- Employees can print multiple copies at their convenience.
- Employees are contributing to cost savings (forms, printing and postage expense).
- W-2 and 1095C statements will remain online for multiple years.

Federal regulations require that employees give their consent to receive the W-2 & 1095C in an electronic format. Once consent is given it carries forward each year and does not need to be repeated.

I hereby consent to accept my W2 and 1095C form electronically through Munis Self Service. I understand that I will not receive a paper W2 and 1095C form. This consent will remain active until withdrawn through Munis Self Service.

I understand that any future changes to this consent must be made through Munis Self Service prior to January 1st for prior year W2 and 1095C forms. Once employment has ended your W2 & 1095C will automatically be mailed to you.

Employee Name _____
Please Print

ID# _____

Employee Signature _____

Date _____

Return to Payroll Department
Email - payroll@u-46.org /Fax - 847-888-5071, or hand deliver

