

Electronic W-2 Delivery

The U-46 offers electronic delivery of your W-2, shortening the delivery time and providing an eco-friendly option for distribution. The W-2 forms will be available annually by January 31.

Simply log in to [U-46 Munis Employee Self Service](#) (ESS) and click on "Personal Information" from the menu bar on the left. Then click on "change" in the Options section. Once there, simply change your W-2 Delivery Method to **Email**. We encourage you to choose the paperless Email option rather than the **Mail and Email** or **Mail** options.

Internal Revenue Service (IRS) regulations require School District U-46 to obtain your consent before delivering your W-2 to you electronically. If you give your consent, you will receive your W-2 at your U-46 email address, and as usual it will also be available on ESS.

- *If you do not consent to electronic-only delivery of your W-2, U-46 will send you a paper form via U.S. mail.*
- *If you do consent to electronic-only delivery of your W-2, U-46 will not mail you a paper W-2.*
- *Access to electronic W-2s is only available to all currently active U-46 employees.*
- *The hardware and software required to access your electronic W-2 includes a computer with an Internet connection, a Web browser and a U-46 email address.*
- *Your electronic W-2 will be available on ESS for at least five years after its posting date.*
- *Your consent is effective for W-2s issued for the current calendar year and all future periods until (a) you withdraw your consent or (b) you are no longer employed by U-46.*
- *If you have consented to electronic delivery of your W-2, you may change your mind and withdraw consent at any time by logging into ESS and changing your W-2 Delivery Method.*
- *Withdrawal of consent will be effective on the date received by Payroll and will only be effective for W-2s not yet issued.*
- *If your employment at U-46 ends, you will no longer have access to electronic W-2s. If you consent to electronic-only delivery of your W-2 but leave U-46 before the electronic W-2 is available, you will receive a paper copy via U.S. mail.*
- *If you have consented to electronic delivery of your W-2, you may still receive a paper copy of the W-2 by printing it from ESS.*
- *It is your responsibility to keep your contact information up to date. Address changes can be done on ESS.*