

W-2 Release Information

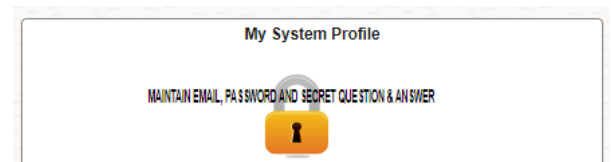
Electronic 2024 W-2 forms will be ready for employees to access through Employee Self-Service the second week of January 2025.

Take action now to consent to receive your 2024 W-2 electronically!

For employees who do not consent to receiving electronic W-2 statements, the forms will be mailed and postmarked by the IRS deadline of January 31, 2025.

To consent, sign on to Employee Self-Service:

1. Select the My System Profile Tile
 - Review your business and home email addresses, and update if necessary.



- Return to ESS Home Screen

2. Select the W-2: Consent, Reissue Forms Tile

- Select box "I consent to receive W-2 or W-2c forms" after reviewing the consent details, click Submit.

