

The Payroll Office is again offering the opportunity to receive the 2015 form W-2 (Wage and Tax Statement) electronically through YESS (Your Employee Self Service) instead of by mail. If an employee does not select the electronic only option, a paper W-2 statement will be mailed to your home address postmarked by January 31, 2015.

Receiving your W-2 electronically has several benefits:

1. Electronic delivery provides access to the W-2 statement earlier than the traditional mail process.
2. Ensures secure and safe delivery in the event of an address change.
3. W-2 statement will remain in YESS and can be accessed and printed whenever you need it.

All active faculty, staff and student employees are eligible to participate in this program. The Internal Revenue Service requires that employees must consent to receiving only an electronic W-2 statement.

### **Already provided consent last year?**

Your consent will remain in effect until you choose to withdraw your consent or terminate your employment with the College. To confirm you are already registered for electronic delivery:

1. Login to [YESS](#)
2. CLICK Self-Service > Payroll and Compensation > W-2/W-2c Consent

### **Would like to consent to receive your W-2 Electronically?**

If you wish to receive your 2015 W-2 electronically please provide your consent by January 19, 2016. A tutorial is attached which provides secure, quick and easy steps to consent to receive only the electronic version of the W-2 statement. The instructions can also be found at: [Accessing Your W-2 in YESS/](#). After you have consented to receiving only electronic delivery of the W-2 statement, you will receive email notification confirming your consent.

### **When can I access my W-2?**

When the electronic W-2 statement is available in YESS, you will also receive an email notification. You will not receive the traditional paper copy by mail. If you do not provide consent for only receiving your W-2 statement electronically, you will receive a paper copy that will be mailed to the address recorded in YESS. As a reminder, employees are responsible for updating their contact information in YESS. Thank you in advance for participating in this program. If you have questions regarding this information please contact the Payroll Office at payroll@tcnj.edu.