

It is the start of a new year and tax time is approaching! The College of New Jersey is again offering the opportunity to receive the form W-2 (Wage and Tax Statement) electronically through YESS (Your Employee Self Service). If you have not signed up for an electronic copy of your W-2 form, please do so at this time. Employees are encouraged to go paperless by providing consent to receive their 2019 IRS W-2 form electronically through YESS by Tuesday, Jan. 22.

Receiving an electronic W-2 form is:

- **Safer.** Reduces the risk of identity theft associated with mailed W-2 forms, which includes the employee's name, address, and social security number.
- **Faster.** Electronic W-2 forms will be available before mailed forms. Employees will be notified by email announcement when their W-2 is available to view and print. Those that do not make the election will have W-2 forms mailed at the end of January.
- **Accessible.** Your W-2 statement will remain in YESS and can be accessed and printed whenever you need it (for all active faculty, staff and student employees).
- **Greener.** If electronic consent is provided, a paper 2019 W-2 form will not be mailed.

### **How do I sign up to receive your W-2 form electronically?**

To provide consent to receive an electronic-only W-2 form and to stop receiving a paper W-2 form in the mail, please do the following:

1. Log in to YESS
2. CLICK Main Menu → Self-Service → Payroll and Compensation → W-2/W-2c Consent
3. Select the check box "to indicate your consent to receive electronic W-2 and W-2c forms."
4. Select Submit button.
5. You will be prompted for your YESS password; enter your password and click on "OK"

The instructions above can also be found at [https://treasurer.tcnj.edu/wp-content/uploads/sites/90/2015/01/Payroll\\_W2-Tutorial.pdf](https://treasurer.tcnj.edu/wp-content/uploads/sites/90/2015/01/Payroll_W2-Tutorial.pdf) for future reference.

Further information and instructions can also be found on the TCNJ Payroll website at [payroll.tcnj.edu](http://payroll.tcnj.edu) under "Understanding Your Paycheck" → "Accessing Your W-2 in YESS".

After you have consented to receiving only electronic delivery of the W-2 statement, you will receive an email notification confirming your consent.

### **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

**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.

TCNJ is required by IRS regulations to send employees a paper W-2 form unless they consent to receive their W-2 form in an electronic-only format. 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 any questions regarding this information, please contact the Payroll Office at [payroll@tcnj.edu](mailto:payroll@tcnj.edu).