

# ELECTRONIC W-2 AUTHORIZATION

Dungarvin offers 24/7 online access to electronic copies of your W-2 tax forms!

## ADVANTAGES OF ELECTRONIC W-2s

- Your W-2 form is available earlier in January. This means a faster tax return!
- Your W-2 isn't lost in the mail because of an incorrect or inaccurate address.
- You can print your W-2 anytime it's needed for your home mortgage, financing, wage verification, etc.
- Your W-2 remains available to you on-line, even if your employment with Dungarvin ends.

## REQUESTING ELECTRONIC W-2s

If you would like to access your W-2 electronically, just sign the authorization below and return it to your human resources department. You only need to elect the electronic receipt of your W-2 once; your election to receive your W-2 electronically is automatically renewed each year. If you want to cancel your election of electronic receipt of your W-2, you need to send your request in writing to the NCO payroll department. You will receive your next year's W-2 in the mail.

## HOW TO ACCESS YOUR W-2 ELECTRONICALLY

- If you are already registered to access your pay stubs online, there is nothing more you need to do. Once the W-2s are available, you will receive an email at the address you entered when registering for online pay stubs telling you so.
- If you are not registered to access your pay stubs online yet, you must sign up for an ADP iPay account before you can access your W-2 electronically. Contact your supervisor or human resources for instructions on obtaining an account.
- If you have any questions about receiving your W-2 electronically, please contact the Payroll department at 800-967-2791.

---

State: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_ Employee Number: \_\_\_\_\_

I elect to receive my annual W-2 form electronically. I understand that my election is voluntary. Once elected, this agreement to receive my annual W-2 electronically is effective for subsequent years unless I provide written notification to the Dungarvin payroll department that I wish to withdraw my request for electronic delivery. My request to withdraw my consent does not apply to previously issued W-2 forms.

I understand that I can contact the Dungarvin payroll department at 800-967-2791 for hardware/software requirements, instructions to access my W-2 online and requests for paper copies of my W-2.

Employee Signature(Required): \_\_\_\_\_ Date: \_\_\_\_\_

For NCO Use Only N-HR-29, Eff.: 11/30/10
---

DI-HR-12  
Eff.: 02/01/11  
**Dungarvin, Inc.**