The St. John Fisher College (College) Payroll Department is pleased to announce that employees may elect to receive their W-2 statements online through Fish'R'Net in an IRS approved PDF format. This allows you to print and send the online form with your tax return.

The College is required by the IRS to furnish all employees with a form W-2 for each calendar year. In 2004 the IRS approved the use of electronic W-2 forms. Starting with tax year 2016, instead of paper copies, employees may choose to receive their W-2 forms electronically. The form W-2 details the employee's compensation, tax withholdings and required disclosures for the year.

An employee who <u>consents</u> to receiving the Form W-2 electronically will not receive a paper copy. An email notification will be sent when W-2s are available on Banner Self Service.

If an employee does <u>not consent</u>, Payroll will mail a paper W-2 no later than January 31st via the US Postal Service to the current address on record.

Payroll will mail form W-2, using the US Postal Service, to the current address on record of all employees who have <u>separated</u> from the College.

For additional information or questions, contact Mary Powley at <u>mpowley@sjfc.edu</u> or 585.385.8057.

The benefits of receiving Form W-2 electronically are:

- Online delivery provides access to the W-2 statement earlier than the traditional paper process.
- Online delivery eliminates the chance that the W-2 statement will get lost, misdirected or delayed during delivery or misplaced after the employee receives it.
- Employees can retrieve their W-2 statements at any time of day and on weekends.
- Employees can print multiple copies at their convenience.
- Employees are contributing to cost savings (forms, printing and postage expense).
- W-2 statements will remain online for multiple years.

Federal regulations require that employees give their consent to receive the W-2 in an electronic format. Once consent is given it carries forward each year and does not need to be repeated.
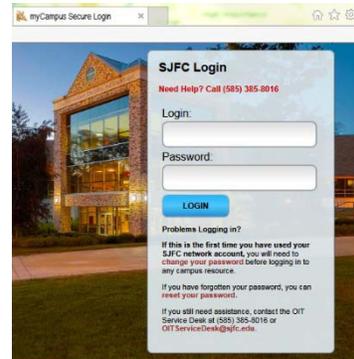
Employers must comply with specific IRS regulations to use electronic W-2's and employees must provide their consent to receive an electronic W-2 instead of a paper copy. This notice contains the required IRS disclosure information and instructions for you to consent to receiving your W-2 electronically instead of a paper copy. If you have any questions regarding this notice or your W-2, contact the Payroll Department, Mary R. Powley at 585.385.8057 or mpowley@sjfc.edu.

As required by the IRS, this consent must be made electronically in a manner that reasonably demonstrates that the employee can access the W-2 in the electronic format in which it will be provided. As an alternative, the consent may be made via e-mail or via a paper authorization <u>if it is confirmed electronically in a manner that demonstrates the employee's ability to access the electronic statement.</u>

How to Give Consent to Receive Your Electronic W-2

The process for giving consent to receive W-2 statements electronically is quick and easy. Just follow these steps:

- From home.sjfc.edu, you will need to log into mySJFC. If you do not know your Login or Password, please contact the OIT Service Desk (oitservicedesk@sjfc.edu).
- Enter your College secure access username in the Login box and password. Then click the Login box.
- Once in mySJFC, click Fish R Net in the LAUNCHPAD on the left hand side of the screen.

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- Click on **Employee Services**
- Click on **Tax Forms**
- Click on **Electronic W-2 Consent**
- Click the **Selection Criteria My Choice box** giving your consent to receive your W-2 statement online.
- Click **Submit.**

- At this time ignore the "Consent to receive 1095-C electronically." Option.

Once you press **Submit**, the following message will display immediately below Electronic W-2 Consent:

If you wish to revoke your consent please go back into the Electronic W-2 Consent option and uncheck the box under My Choice.

If you consent to receive your W-2 electronically, an email notification will be sent when W-2s are available on Banner Self Service.

If you are unable to provide consent in this preferred manner, please contact the Payroll Department.

Electronic consent will cease when an employee is no longer employed by St. John Fisher College.

How to View and Print Your Electronic W-2

The process to view and print the electronic W-2 statement is also quick and easy. Just follow these steps:

- From home.sjfc.edu, you will need to log into mySJFC. If you do not know your Login or Password, please contact the OIT Service Desk (oitservicedesk@sjfc.edu).
- Enter your College secure access username in the Login box and password. Then click the Login box.
- Once in mySJFC, click Fish R Net in the LAUNCHPAD on the left hand side of the screen.
- Click on **Employee Services**
- Click on **Tax Forms**
- Click on **W-2 Year End Earnings Statement**
- Select the **Tax Year** you wish to view from the drop down menu.
- Click **Display**

To create Federal and State acceptable copies of your W-2 to send in with your taxes, use the **Printable W-2** button at the bottom of the Display page. To proceed to the actual W-2 form, enter your Fish'R'Net PIN, which is different from your College system password. If you don't know your PIN it can be reset by clicking **Reset Pin.** Once the W-2 form appears, it can be printed from the screen.

Important Reminder: These documents contain your social security number, which you will want to protect to help prevent identity theft. Employees are advised to **not** leave their computer screen unattended when viewing W-2 forms. Also, be sure to retrieve the printed copy promptly if routed to a network printer shared by others.

We are currently unable to offer the option of downloading W-2 tax information directly into tax software. If you are using a tax software package, you will have to enter the W-2 data manually.

If there are any questions regarding any of the information provided in this e-mail, please do not hesitate to contact me at mpowley@sjfc.edu or at (585)385-8057.

Thank you,