

# Electronic W-2 Form Disclosure Statement

- If an employee does not consent to receive an electronic version of the W-2 Form, he or she will continue to be furnished a W-2 Form on paper. Paper forms will be mailed to the employee's permanent home address in January.
- An employee's consent to receive W-2 Forms in electronic format only is effective for all future periods until consent is withdrawn or the individual is no longer employed by the University. Employees will be notified when W-2 Forms are available for access on Voyager by e-mail each January.
- After giving consent, an employee may still request a paper W-2 Form by contacting the Payroll Department in writing. This may be done via email to: [payroll@lawrence.edu](mailto:payroll@lawrence.edu) or by U.S. mail to: Payroll Department, Lawrence University, 711 E Boldt Way SPC 40, Appleton, WI 54911. The request for a paper W-2 Form will not terminate consent to receive W-2 Forms issued in the future for all periods electronically.
- An employee may withdraw his or her consent at any time by simply unchecking the Electronic W-2 Form Consent box in Voyager. Consent may also be withdrawn via e-mail to: [payroll@lawrence.edu](mailto:payroll@lawrence.edu) or U.S. mail to: Payroll Department, Lawrence University, 711 E Boldt Way SPC 40, Appleton, WI 54911. The withdrawal of consent does not apply to a W-2 Form that was furnished electronically before the withdrawal of consent is furnished. Upon receipt of the withdrawal, Payroll will send a e-mail confirmation of the withdrawal.
- The University will not provide the W-2 Form electronically to an individual who has terminated his or her employment with the University. These individuals will receive paper W-2 Forms. Only active University employees will have access to the electronic version of the W-2 Form. If a former employee requires an additional copy of the W-2 Form, he or she may follow the aforementioned methods of contacting the Payroll Department.
- If an employee has consented to receive an electronic version of the W-2 Form and has not printed the form prior to termination of employment, he or she should contact Payroll in order to receive a paper copy via U.S. mail.
- It is the responsibility of the employee to notify Human Resources of any changes to contact information, such as name or address changes.
- Employees will be notified of any changes to the Human Resources and Payroll contact information.
- The hardware and software requirements needed to access and print the W-2 Form electronically include a computer with an Internet connection, web browser, and printer.
- The electronic version of the W-2 Form will be available through Voyager for at least 3 years from its original posting date.