

How to Consent to Receive Your W-2 Electronically



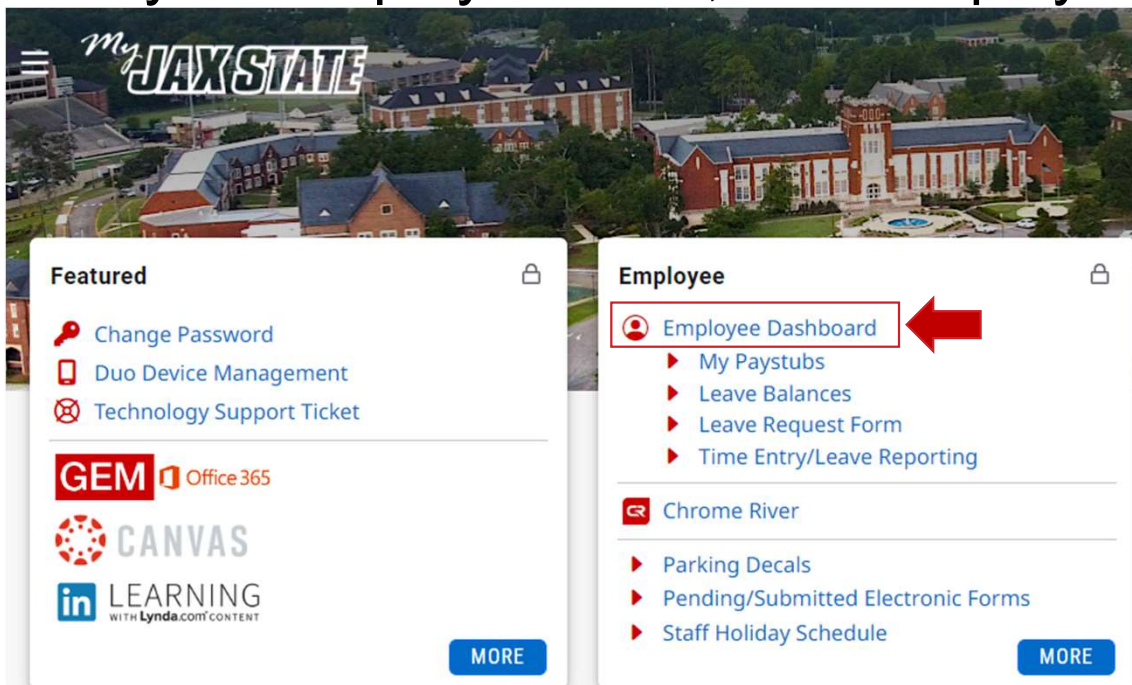
the FRIENDLIEST CAMPUS *in the* SOUTH

Electronic Consent for W-2

- If W-2s have already been processed, you can still consent to receive your W-2 electronically. However, you may still receive a W-2 in the mail if they have already been processed before you made this election.
- If you do not make this election, your W-2 will be mailed to you.
- You can make this election at any point during the year.

How to Consent to Receive Your W-2 Electronically

- Login to MyJaxState
- On your Employee Card, click Employee Dashboard



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- Click the arrow next to Taxes

The screenshot displays the JAXSTATE Employee Dashboard. At the top, there is a red header with the JAXSTATE logo and navigation icons. Below the header, the page title is "Employee Dashboard". The main content area is divided into several sections. On the left, there is a profile section with a placeholder for a photo, a "My Profile" button, and a "Last name, First name" field. To the right of the profile, there is a "Leave Balances as of 01/29/2024" section with three input fields for "Annual Leave in hours", "Sick Leave in hours", and "Tornado Leave in hours". Below these sections, there is a "Pay Information" section with a dropdown arrow, showing "Latest Pay Stub: 01/02/2024" and links for "All Pay Stubs" and "Deductions History". To the right of the "Pay Information" section, there is a "My Activities" section with a red "Enter Time" button and a list of activities: "Approve Time", "Pay Stub Administrator", "Benefits Administrator", "1094 Tax Receipt ID Entry", and "Request Leave". The "Taxes" menu item in the left sidebar is highlighted with a red arrow pointing to its upward-pointing arrow icon.



How to Consent to Receive Your W-2 Electronically

- Click Electronic Regulatory Consent

Taxes ▼

Federal Tax	W-4 Employee's Withholding Allowance Certificate	W-2 Wage and Tax Statement
Filing Status:	Electronic Regulatory Consent ←	W-2c Corrected Wage and Tax Statement
Status:		
Additional Withholding:	1095-C Employer Provided Health Insurance Offer and Coverage Statement	
Dependent Amount:		
Dependents under 17:		
Other Dependents:		
Other Income:		
Deductions:		
Alabama State Tax		
Filing Status:		
Status:		
# Emp:		
Additional withholdings:		

How to Consent to Receive Your W-2 Electronically

- Select the box under My Choice and click Submit

JAXSTATE
Jacksonville State University

Employee Dashboard > Electronic Regulatory Consent

Electronic Regulatory Consent

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the My Choice consent box, or providing written notification to the Human Resources or Payroll office. Revoking consent does not apply to previously issued tax statements.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Selection Criteria

	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input type="checkbox"/>

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

Thank you!

Please email Payroll@jsu.edu if you have any questions

