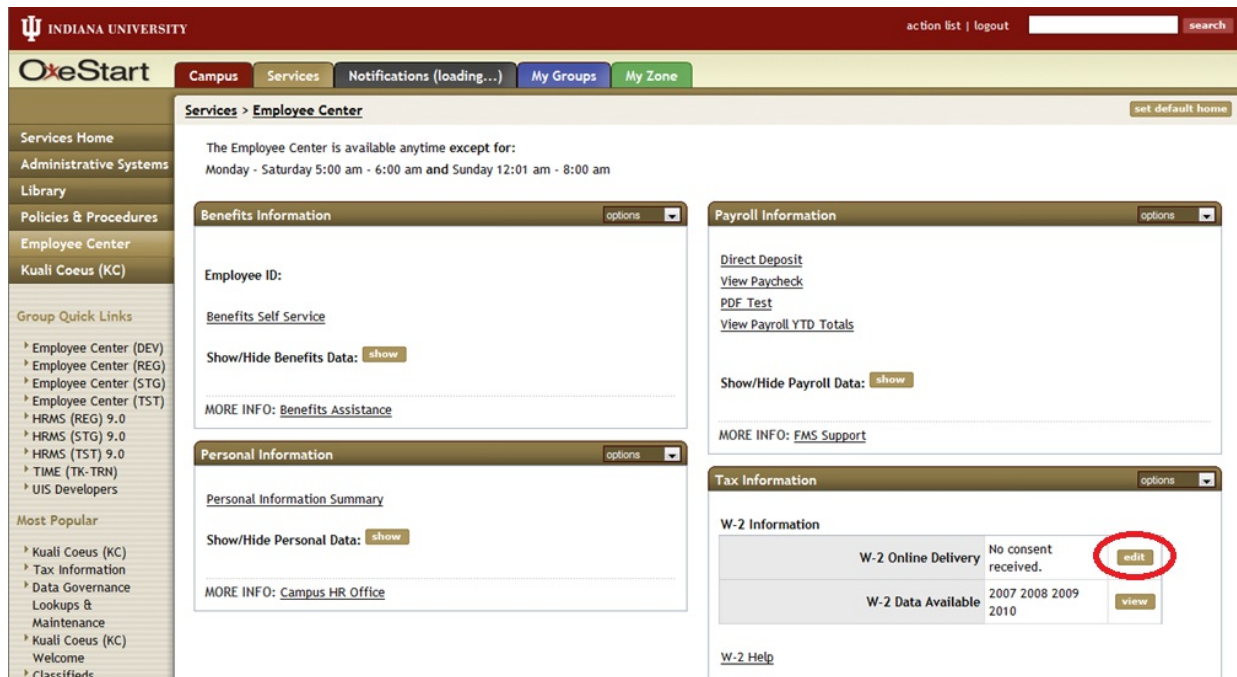


OneStart/Employee Center: Consent for W-2 Online Delivery

Employees may consent for online delivery of their W-2 at any time. The advantages of online delivery vs. traditional mailing can be found here. <http://www.fms.indiana.edu/tax/w2/w2howitworks.asp>.

To consent for online W-2 go to OneStart

1. <http://www.onestart.iu.edu/>
2. Select 'Services' tab on the banner at the top of the OneStart page.
3. Select 'Employee Center' from the menu on the left panel.
4. Locate the 'Tax Information' panel.
5. Under W-2 Information it lists your status for online delivery and the W-2 forms available.
6. Click 'edit' to Consent. A new browser window will open.



The screenshot shows the OneStart Employee Center interface. The top navigation bar includes 'Campus', 'Services', 'Notifications (loading...)', 'My Groups', and 'My Zone'. The left sidebar contains a menu with 'Employee Center' selected. The main content area is titled 'Services > Employee Center' and displays the following sections:

- Benefits Information:** Shows 'Employee ID:', 'Benefits Self Service', and a 'Show/Hide Benefits Data: show' button. A link for 'MORE INFO: Benefits Assistance' is provided.
- Payroll Information:** Includes links for 'Direct Deposit', 'View Paycheck', 'PDF Test', and 'View Payroll YTD Totals'. It also has a 'Show/Hide Payroll Data: show' button and a link for 'MORE INFO: FMS Support'.
- Personal Information:** Displays 'Personal Information Summary' and a 'Show/Hide Personal Data: show' button. A link for 'MORE INFO: Campus HR Office' is included.
- Tax Information:** Contains a 'W-2 Information' table with the following data:

W-2 Online Delivery	Status	Action
W-2 Online Delivery	No consent received.	edit
W-2 Data Available	2007 2008 2009 2010	view

The consent agreement will be displayed. See below for a copy of the text.

The form will ask for an alternate non-IU email. There are two purposes for this; first to receive your annual notification at your personal email. Second, to provide continued access to receive your w-2 through OneStart after you terminate from Indiana University. OneStart will be available to former employees until Oct 15 of the year following termination. If you provide an alternative email we will be able to continue online delivery and notify you at this alternate email.

Check the box and click Submit to record your election to consent for online delivery of your W-2/W2-c. You should receive the following confirmation screen.

OneStart/Employee Center: Consent for W-2 Online Delivery

A confirmation email will be sent to your IU email address and your alternate email if you provided one. The email will contain the same information presented in the consent form. Keep this information for future reference

Questions should be emailed to iuw2@indiana.edu.

[New Window](#) [Help](#) [http](#)

W-2/W-2c Consent Agreement

Your Name

Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

IRS Form W-2 Wage and Tax Statement will be issued on paper and mailed to the Employee Home Address if consent for electronic delivery is not received by January 7th of the following tax year. Employees can review or modify their Employee Home address through the Employee Center in OneStart. Instructions are located at <http://kb.iu.edu/data/baxr.html>.

Consent for electronic delivery of IRS Form W-2 will apply to statements issued each year until one of the following occurs:

1. Upon termination of employment, employees will retain access to receive their W-2 until the 15th of October of the year following termination if an alternative non-IU email is provided.
2. Employee makes a written request to revoke the electronic consent, or
3. The University ceases to provide the option for electronic delivery.

Employees who wish to revoke their consent for electronic delivery of IRS Form W-2 may do so through OneStart <http://onestart.iu.edu/>. Additionally employees can revoke their consent by completing the following form http://www.fms.indiana.edu/tax/forms/Revoke_w2.pdf. A confirmation will be emailed or mailed depending on the method used to revoke consent. The withdrawal of consent for electronic delivery does not apply to electronically furnished statements issued before the date the withdrawal of consent takes effect. Withdrawal of consent does not remove your consent to receive other tax forms electronically.

At any time an employees may request a paper copy of IRS Form W-2 by following the procedure for requesting a duplicate tax form at <http://www.fms.indiana.edu/tax/w2/duplicate.asp>. A request for a paper copy will not revoke the consent for future electronic delivery of statements.

Adobe Acrobat Reader is required to view the IRS Form W-2. By granting consent to electronic delivery of this form, you are confirming the ability (hardware and software) to view documents in this format and to retrieve the document from the internet. Adobe Acrobat Reader is available as a free download at www.adobe.com.

Notification will be sent to your official IU e-mail address and if provided, to an alternative non-IU email each January when the form is issued and available for you to retrieve it. Your W-2 will be available on or before January 31.

Additional information regarding IRS Form W-2, frequently asked questions, and contact information for the Financial Management Services tax department is located at <http://www.fms.indiana.edu/tax/w2/w2home.asp>.

Clicking the "Yes, I have read the agreement.." checkbox and pressing "Submit" will record your election to receive the Form W-2/W-2c electronically. Click "Close" at the top of the page or X out of the window if you do not want to receive the form in this manner.

Provide a non-IU email for additional notification when Form W-2 is available.
A non-IU Email must be provided if you want to continue to consent for online delivery after you terminate employment.

Non-IU Email:

[Change Email Address](#)

Your Current Status: Consent Withdrawn

Yes, I have read the agreement and consent for electronic delivery of my Form W-2

Submit