

W-2 Electronic Consent and Retrieval

Indiana University employees can choose to receive their W-2 through a secure website to view, print, download a file to a local machine, or download the tax information directly into tax software. If an employee does not provide their consent for electronic delivery, a paper copy will be mailed to the employee's home address.

	Online W-2	Traditionally Mailed W-2
What do I need to do?	<ul style="list-style-type: none"> * Go to a secure website and consent to receive your W-2 online before Jan 10th. * Using specified login credentials, provide your preferred mailing address, email address, and test the download feature. Please see the detail instructions for providing <u>consent</u> 	<ul style="list-style-type: none"> * Verify your home mailing address is correct in the Human Resources System. * Your W-2 will continue to be mailed to your home address using the U.S. Postal Service
How will I know when my W-2 is ready?	<ul style="list-style-type: none"> * You will receive an email from W-2 eXpress when your W-2 is available for you to view or download online 	<ul style="list-style-type: none"> * When you receive it in your mailbox
When should I expect to receive my W-2?	<ul style="list-style-type: none"> * About 10 days earlier than delivery through the mail 	<ul style="list-style-type: none"> * The W-2 will be post-marked by Jan 31st
What if my address is incorrect?	<ul style="list-style-type: none"> * You can specify multiple email addresses where you want the W-2 notification email to be sent. If the email notification is returned as undeliverable, a notification letter will be mailed to the mailing address you provided * If your mailing address is incorrect you can change it by logging into W-2 eXpress. Changing your address here WILL NOT change your address in the university records. To change the address with the university, please talk to your departmental Human Resources representative. 	<ul style="list-style-type: none"> * Please contact your departmental Human Resources representative to complete the appropriate paperwork for an address change. W-2's with insufficient or incorrect addresses will be available at your campus payroll office

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<p>What if I don't receive my W-2 or I lost it?</p>	<p>* Not applicable.</p> <p>* Your W-2 will remain available online for 4 years</p>	<p>* After Feb 10th, you can call the W-2 eXpress hotline or login to their website to request a duplicate. Detail instructions for requesting a duplicate W-2 can be found by clicking on duplicate instructions</p>
<p>What <u>original</u> W-2 options are available to me?</p>	<p>* Viewing online, download PDF to your computer, print online, download into tax software</p>	<p>* Paper</p>
<p>What if I change my mind about the delivery method I chose?</p>	<p>* You may withdraw your consent at any time. Withdraws made by January 10th will be honored for the current year W-2 delivery. Withdraws made after that date may apply to future W-2's only.</p>	<p>* Please see the detail instructions for providing consent</p>
<p>What <u>duplicate</u> W-2 options are available to me?</p>	<p>* Viewing online, download PDF to your computer, print online, download into tax software, request a fax.</p> <p>* You can either call the W-2 eXpress hotline to request the duplicate or login to W-2 eXpress. Detail instructions for requesting a duplicate W-2 can be found by clicking on duplicate instructions</p>	<p>* If you call or login to W-2 eXpress, you can request a duplicate W-2 to be mailed or faxed.</p> <p>* If you login to W-2 eXpress you can view your duplicate W-2 online immediately. Detail instructions for requesting a duplicate W-2 can be found by clicking on duplicate instructions</p>

Last Updated: 12/5/2005