

## W-2 Online vs. Traditional Mailing of W-2

Indiana University employees can choose to receive their W-2 online through OneStart. 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
<b>What do I need to do?</b>	Consent to receive your W-2 online by January 7 <sup>th</sup> . Please follow the instructions for providing your consent at OneStart, Services tab, Employee Center, Tax Information. Click on Electronic W-2 Consent	Verify your home mailing address is correct. You may do so by going to OneStart, Services tab, Employee Center, Personal Information.  Your W-2 will be mailed to your home address using the U.S. Postal Service.
<b>How will I know when my W-2 is ready?</b>	You will receive an email at your IU email address and your W-2 alternate email notifying you that your W-2 is available for you to view or download online. Update your W-2 Alternate E-mail at OneStart / Employee Center / Personal Information	When you receive it in your mailbox.
<b>When should I expect to receive my W-2</b>	By the middle of January	The W-2 will be post-marked by January 31 <sup>st</sup>
<b>What if my address is incorrect?</b>	Notification that your online W-2 is available will be sent to your IU email address and a W-2 alternate address if you specify one. Update your W-2 Alternate E-mail at OneStart / Employee Center / Personal Information.	Be sure to update your home address by December 31 through OneStart, Services tab, Employee Center, Personal Information. W-2 forms with incorrect or insufficient addresses will be returned to IU.
<b>What if I don't receive my W-2 or I lost it?</b>	Your W-2 will remain available online for four years for active employees to reprint.	After Feb 10 <sup>th</sup> you can go to OneStart, Services tab, Employee Center, Tax Information box. Under W-2 Information a list of available years will display. Click View, follow the online instructions. Or, you can request a duplicate by clicking on Duplicate Tax Form Request.
<b>What if I no longer work for the university? How do I request a duplicate tax form?</b>	If you terminate prior to Sept 15, 2011 request a paper copy at <a href="http://www.fms.indiana.edu/tax/w2/duplicate.asp">http://www.fms.indiana.edu/tax/w2/duplicate.asp</a> If you terminate after Sept 15, 2011 you may retrieve a duplicate copy at Onestart. Forms are available at OneStart until the 15 <sup>th</sup> of October of the year following your termination. If you provide an W-2 alternative email your consent for online delivery will remain for the tax year after termination.	You may request a paper copy of your Form W-2 after Feb 10 <sup>th</sup> by following the procedure for requesting a duplicate tax form at: <a href="http://www.fms.indiana.edu/tax/w2/duplicate.asp">http://www.fms.indiana.edu/tax/w2/duplicate.asp</a>

	<b>Online W-2</b>	<b>Traditionally Mailed W-2</b>
<b>What if I change my mind about the delivery method?</b>	You may revoke your consent for electronic delivery of Form W-2 through OneStart, Employee Center under Tax Information. Additionally you may revoke your consent by completing the form at <a href="http://www.fms.indiana.edu/tax/forms/revoke_w2.pdf">http://www.fms.indiana.edu/tax/forms/revoke_w2.pdf</a>	Consent to receive your W-2 online by January 7 <sup>th</sup> . Please follow the instructions for providing your consent at OneStart, Services tab, Employee Center, Tax Information. Click on Electronic W-2 Consent