

## OneStart Self-Service: Withdraw Consent for W-2 Online Delivery

Employees may withdraw their consent for electronic delivery of their W-2 at any time. This can be done online or by paper form. Here are instructions for both methods.





### ONLINE METHOD

To withdraw your 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. It should say Consent received.
6. Click 'edit' to withdraw your consent. A new browser window will open.

For best results turn off Pop-up Blocker in the browser options.

The following form will be displayed

**INDIANA UNIVERSITY**Home    Print    Help    Close  
 New Window     Help     http

---

### W-2/W-2c Consent Agreement

Your Name Here

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

You are withdrawing your consent for online delivery of your original Form W-2.

If you cancel your enrollment and withdraw your consent, you will not receive online delivery of your original W-2 through this service. If you change your mind you can always re-enroll for online delivery at a later date. This withdrawal will not affect your ability to get reprints online when available.

I want to cancel my enrollment and withdraw my consent to receive my original Form W-2 online through this service. I understand and agree that if I confirm this request, I will not receive my original Form W-2 in an electronic format. I will receive a paper Form W-2 through IU's normal delivery method. Withdrawal of consent does not remove your consent to receive other tax forms electronically.

**Your Current Status:** Consent received.

Check here to withdraw your consent to receive electronic W-2 and W-2c forms.

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

### Submit Confirmation

✓ The Submit was successful.

OK

A confirmation email will be sent to your IU email address and your alternate email if you provided one.

## OneStart Self-Service: Withdraw Consent for W-2 Online Delivery

### PAPER METHOD

Go to the following link to download a copy of the paper withdraw form.

[http://www.fms.indiana.edu/tax/forms/Revoke\\_w2.pdf](http://www.fms.indiana.edu/tax/forms/Revoke_w2.pdf). You may also go to FMS Customer Service in the Poplars building room 527 and request a copy. Complete the form and mail or deliver to:

Financial Management Services  
400 E 7<sup>th</sup> Street, Poplars Room 509  
Bloomington, IN 47405

Financial Management Services will revoke your access to view IRS Form W-2 electronically through OneStart upon acceptance of this request. The staff member responsible for the acceptance will return a signed copy of your form to you at your Employee Home address on file with the University and will indicate the date the revocation of electronic consent took effect. Please review your Employee Home address for accuracy prior to the submission of this form. Visit OneStart, Employee Center, Personal Information, edit home address.

Questions should be emailed to [iuw2@indiana.edu](mailto:iuw2@indiana.edu).