## How Do I Submit My Consent to Receive an Electronic W-2 Form?

To ensure you receive your current year's W-2 electronically, you need to enroll by December 31.

## Navigation

- 1. Log into OneUSG Connect.
- 2. From Employee Self Service, click the Taxes tile.
- 3. Select W-2/W-2c Consent from the menu listing.
- 4. Your current consent status is listed above the checkbox.
- 5. To consent to receive your W-2 electronically:
  - a. Click in the checkbox next to Check here to indicate your consent to receive electronic W-2 and W-2c forms.
  - b. Click Submit.
  - c. Click OK.
  - d. Your Current Status is now Consent received.
  - e. You will receive an email confirming this change.
- 6. To remove your consent to receive your W-2 electronically:
  - a. Click in the checkbox next to Check here to withdraw your consent to receive electronic W-2 and W-2c forms.
  - b. Click Submit.
  - c. Click OK.
  - d. Your Current Status is now Consent Withdrawn.
  - e. You will receive an email confirming this message.



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