

IRS Disclosure Statement and Instructions

UVA must comply with specific Internal Revenue Service (IRS) regulations (26 CFR 31.6051-1) to issue electronic W-2s, and employees must provide their consent to receive an electronic W-2 *instead of* getting a paper copy.

This notice contains the required IRS Disclosure Statement and Instructions for you to consent to receiving your W-2 electronically *instead of* getting a paper copy.

- **To Continue Receiving Paper Forms:** If an employee *does not consent* to receive an electronic version of the Form W-2, he or she will continue to be sent a paper Form W-2 through the mail, automatically. This is the default position; with no request to change, employees *will keep getting* paper W-2s through the U.S. Postal Service.
- **Scope and Duration of Consent:** An employee's consent to receive a Form W-2 in electronic format is effective *for all future tax years* **until** consent is withdrawn.
- **Getting a Paper W-2 After First Giving Consent for an Electronic W-2:** After giving consent, an employee may still request a paper Form W-2 by contacting UVA Finance - Payroll in writing (either at AskHR@virginia.edu or by U.S. Mail sent to: 914 Emmet Street, Charlottesville, Virginia 22904). The request for a paper Form W-2 will not terminate consent to receive future Forms W-2.
- **Withdrawal of Consent:** An employee may withdraw consent at any time. When an employee withdraws consent, it does not cover previously issued W-2s; withdrawn consent covers only those W-2s not yet issued. To withdraw consent, an employee changes the selection in Employee Self-Service to receive a paper copy, or sends a request to AskHR@virginia.edu.
- **Terminated Employees:** UVA provides access to Forms W-2 electronically to employees terminated from employment and who have previously opted to get their Form W-2 electronically. Employees separating from UVA who prefer to receive a paper W-2s should follow the instructions above for withdrawing consent.
- **Responsibility to Update Contact Information:** Employees are responsible for notifying UVA Finance - Payroll of any changes to contact information, such as name or address changes.

- **Hardware and Software Requirements:** The hardware and software requirements needed to access, print, and retain Form W-2 electronically include an Internet connection, a web browser, and Adobe Acrobat Reader.
- **Inaccessible W-2s or Technical Problems:** If an employee consents to accessing an electronic W-2 and is unable to do so due to a technical problem, incorrect login or password, or incorrect e-mail address, the employee may request a paper copy.