



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

## WITHDRAWAL OF CONSENT TO ELECTRONIC DELIVERY OF FORM W-2

Must print in Black or Blue ink ONLY

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>	
<b>Department</b>		<b>Work Telephone</b> (    )	<b>Home Telephone</b> (    )

Use this form if you have consented to electronic-only delivery of your W-2, but you have changed your mind and now want Central Payroll to send you your W-2 via U.S. mail. If you have not already consented to electronic-only delivery, you do not need to submit this form to continue receiving your W-2 from Central Payroll via U.S. mail. This form is only used for withdrawing consent that you have previously given and you are unable to access W-2 Consent via EMACS Employee Self-Service.

Withdrawal of consent received by January 15th will be effective for Form W-2s due on January 31st of that year, and subsequent years. Forms received after January 15<sup>th</sup> will be effective within five working days for all W-2s not already issued.

Central Payroll provides access to your current W-2 through EMACS Self-Service. If you wish to resume electronic-only delivery after you have submitted this form, please go to the EMACS Self Service at Employee Self-Service > Pay > W-2/W-2c Consent to re-consent to receive your Form W-2 electronically.

**I would like to withdraw my consent to electronic-only delivery of my Form W-2, and request that Central Payroll mail a printed W-2 form to my address on file in EMACS.**

<b>Employee Signature</b>		<b>Date</b>
<b>Payroll Specialist Name (Print &amp; Sign)</b>	<b>Telephone</b> (    )	<b>Date</b>

**Central Payroll Office Use Only**

<b>Stop Electronic Delivery</b>			
<b>Keyed By</b> (Employee ID)	<b>Date</b>	<b>Verified by</b> (Employee ID)	<b>Date</b>

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