



Dexter Consolidated Schools

PO Box 159

Dexter, New Mexico 88230

575-734-5420 (fax) 575-734-6813

Online W2 Consent Form

Election of W2 Delivery Options – Electronic or Paper

Dexter Consolidated Schools is required by the Internal Revenue Service (IRS) to furnish all employees a Form W-2 Wage and Tax Statement each calendar year to be used in completing the employee's annual tax returns. The Form W-2 Tax Statement details the employee's wages, tax withholding and other important payroll information for the calendar year. Instead of paper copies, Dexter Schools employees may elect to receive their Form W-2 Wage and Tax Statements electronically in the same way bi-weekly pay stubs are accessed – through the iVisions web portal.

Benefits of the electronic Form W-2 Wage and Tax Statement

- Earlier access to the Form W-2 than paper copies.
- No possibility for a lost, stolen, delayed or misplaced Form W-2.
- The Form W-2 is accessed via iVisions securely using the employee's credentials. (User name and Password)
- Worldwide access from any internet connection.
- Employee has the option to print multiple copies at their convenience.
- Once consent is given, it remains in force. No annual renewal is required

Consent

The IRS has approved the distribution of Form W-2 in electronic form in lieu of paper. Employee consent is required in order to initiate this request. Please read the entirety of this notice and sign below to provide your consent to receive all future W-2 Wage and Tax Statements exclusively in electronic format or elect to receive a paper version.

Disclosures

An employee's consent is valid for all subsequent tax years unless revoked by the employee, termination of the employee, or the electronic delivery method is no longer supported.

When the Form W-2 is posted to iVisions, an employee will receive notification via his/her Dexter Schools email address. The employee can access the form from any computer with internet access.

If consent is not provided, a paper Form W-2 will be mailed to the employee by January 31 of each year.

An employee who chooses to receive his/her Form W-2 online can change his/her mind and withdraw consent to online delivery by returning the Online W2 Consent Form and choosing the "No" option. An employee's withdrawal of consent will be effective on the date received. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued.

Yes, I choose to receive my W2 electronically.

No, I choose to receive my W2 via USPS

Print Name

Signature

Date