

## Electronic Form W-2

Richmond County Public Schools is required by the IRS to furnish all employees with a Form W-2 for each calendar year to be used in completing the employees' annual tax returns. The Form W-2 details the employee's compensation and tax withholding amounts for the year. In the past, employees have received paper copies of their Form W-2.

Beginning with the 2014 W-2 forms, instead of paper copies, Richmond County Public Schools employees may choose to receive their W-2 online electronically via email. Please read this entire Notice and provide your consent to receive all future W-2 statements only in electronic format.

### Disclosure Notices

An employee who consents to receiving his/her Form W-2 electronically will not receive a paper copy of the W-2. If an employee does not consent, he/she will continue to receive a paper copy of the W-2. An employee's consent to receive his/her W-2 form online will be valid for all subsequent tax years unless consent is revoked by the employee, employment is terminated, or this service is not supported in a future given tax year.

An employee who chooses to receive his/her Form W-2 electronically can change his/her mind and withdraw consent for online delivery, either online or in writing. An employee's withdrawal of consent will be effective on the date received and the Payroll Office will confirm by e-mail with the employee the effective date of withdrawal of consent. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued. Written notice to withdraw your consent may be sent to the following:

Richmond County School Board  
Payroll Department

P.O.Box 1507

Warsaw, VA 22572

or by e-mail to: [abell@richmond-county.k12.va.us](mailto:abell@richmond-county.k12.va.us)

- Employees will be notified if any of the above contact information changes.
- Employees are responsible for providing current contact information to the Human Resources or Payroll office.
- The provision of an employee's Form W-2 by electronic format will cease when an individual is no longer employed by Richmond County Public Schools.
- All employees should be aware that the Form W-2, even when provided electronically, may need to be attached to their annual tax returns. If the W-2 is provided electronically, the employee should print the W-2 and attach it to his/her tax return documents.

### Consent

The IRS has approved the use of electronic W-2 statements; however, employees must provide their consent to receive their W-2 in electronic format in lieu of paper format. For this reason, if you wish to attain all future W-2 statements in electronic format, print this entire document, sign the attached consent and return it to the Payroll Department.

### Instructions to Access Your Form W-2:

Once you consent to receiving your W-2 electronically, you may access it from your email inbox once it has been delivered. You will receive an email prior to January 31<sup>st</sup> with the subject line "2014 W2 Form (from Richmond County School Board)", with the year changing for each respective year's W2 statement. The attached W2 will be in the Portable Document Format (pdf) and will require pdf viewer software. You may download this software at [adobe.com](http://adobe.com). The email containing your W2 form will remain in your inbox until you choose to delete it.

For any additional questions, please contact Alice Bell at 804-333-6585 or [abell@richmond-county.k12.va.us](mailto:abell@richmond-county.k12.va.us).

By marking this box and signing below, I consent to electronic delivery of my W2 Tax and Wage Statements.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_