

Consent to Receive W-2s Electronically FAQs

TeamWorks Payroll Agencies

HR and Payroll FAQs

1. **How long will electronic W-2 forms be accessible?** At this time, electronic W-2s will be available throughout an employee's state employment unless otherwise notified.
2. **How long is the employee electronic W-2 consent valid?** An electronic consent is valid until the active employee withdraws consent, or leaves state employment.
3. **When can employees enter their electronic consent?** Electronic consent can be entered any time between mid-January through December 31. The most recent consent as of 12/31 of the tax year will be used to determine the delivery method (electronic or paper).
4. **What if an employee has transferred between TeamWorks Payroll agencies?** The consent as of 12/31 will be used for all W-2s, regardless of agency.

Active employees should confirm their electronic consent after transferring.

Terminated employees (no longer active in any TeamWorks Payroll agency) will receive a paper form.

5. **How do I handle rehired employees?** Rehired employees should review their consent. Depending on timing, they may have an active consent.
6. **How do I handle employees that were terminated or retired prior to the opt-in period?** All terminated or retired employees will receive a paper form.
7. **What if a former employee needs a reprint of a W-2 from a previous year?** Employees who no longer work for the state must contact each of their employers for assistance.
8. **When is the blackout period for electronic consent?** The blackout period for consent is between January 1 and approximately January 20 of the new tax year.
9. **When will electronic W-2s be available?** Electronic W-2s are expected to be available mid January.
10. **Does an electronic consent need to be entered every year?** No. Once entered, it remains in effect until changed.