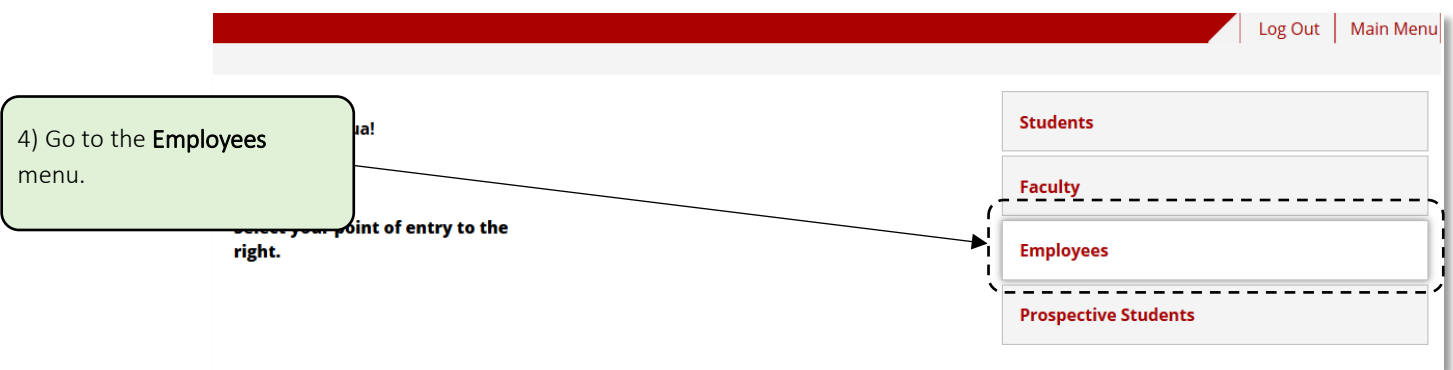
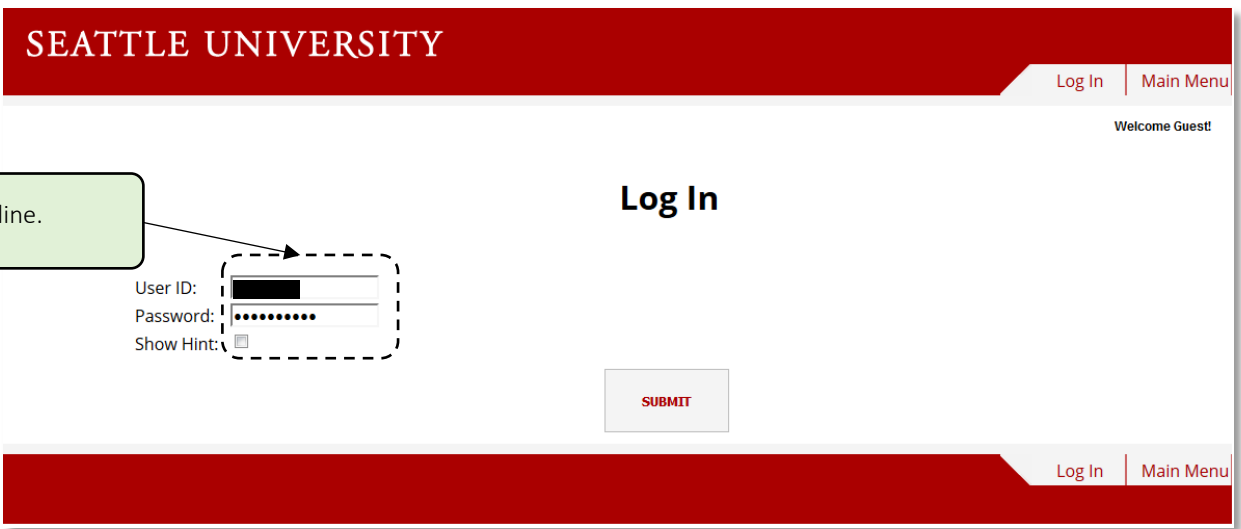
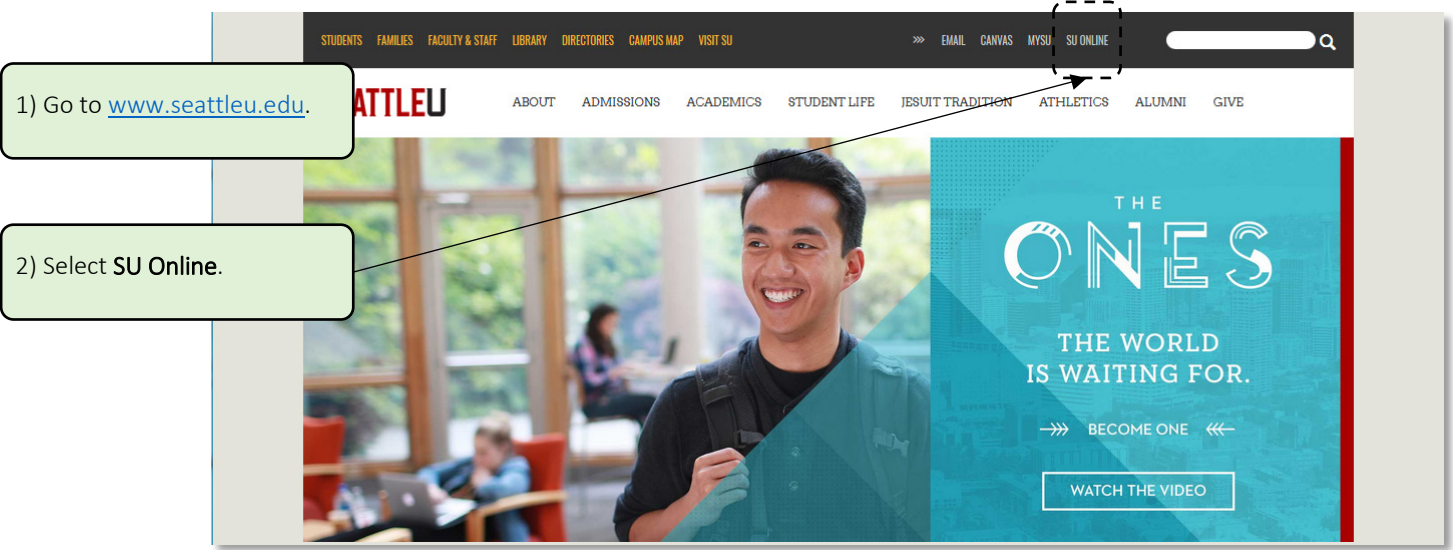


How to Provide Electronic Consent to Receive Your W-2

Employees of Seattle University can choose to receive their W-2 tax document electronically. To do this, you must provide “electronic consent.”



The following links may display confidential information.

5) Select **W-2 and Electronic Consent**.

Staff Resources

- [SFS Student View](#)
- [Academic Alert/Starfish](#)

Employee Profile

- [Pay Advices for 2017](#)
- [Understanding your Pay Advice](#)
- [What is my Colleague ID number?](#)
- [EngageSU](#)
- [W-2 and Electronic Consent](#)

Time Entry and Approval

- [Time Entry - 2017](#)
- ['17 Payroll Calendar-Non-ex., Trade, Stud., & Temp](#)
- ['17 Payroll Calendar-Faculty & Exempt Staff](#)
- [WTE Instructions-Student Employees & Supervisors](#)
- [WTE Instructions-Non-exempt Staff & Supervisors](#)
- [WTE Instructions-Trades Staff & Supervisors](#)
- [Time History for 2017 hours](#)
- [Employee History \(for supervisors\) for 2017 hours](#)
- [Time approval for supervisors of Student Employees - 2017](#)
- [Time approval for supervisors of Nonexempt Staff - 2017](#)
- [Time approval for supervisors of Trades and Temporary Staff - 2017](#)

6) From the Tax Information screen, choose **Receive my W-2 only in electronic format**.

SEATTLE UNIVERSITY

W-2 Information

Financial Information Tax Information

Tax Information

W-2 Information

Select an option below to set your preference

Receive my W-2 only in electronic format

Receive my W-2 only in electronic format

Withhold my consent

Withhold my consent

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent.

I choose to withhold my consent and understand that by withholding my consent, I will not have access to prior W-2 statements. I also understand that by withholding my consent, I have the ability at any time to return to this form and consent to view my W-2 statements electronically.

I choose to withhold my consent

Save

7) Select **Save**.

TIP: If you want to withhold your consent to receive your W-2 electronically, you can do so at any time by selecting Change Preferences.

Financial Information Tax Information

Tax Information

W-2 Information

You have opted to receive your W-2 in electronic format. [Change Preferences](#)

Receive my W-2 only in electronic format

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

W-2 Statements

Tax Year	Notation

Electronic W-2 Consent History

Date	Consent Status
11/15/2017 3:12:40 PM	Consent Given