

W-2 Disclosure Statement

Your Electronic W-2 statement can be accessed via Self Service by using any computer with Internet access.

- An employee who consents to receive their Form W-2 online will not receive a paper copy of the W-2. If an employee does not consent, they will continue to receive a paper copy of the W-2.
- An employee's consent applies to all future Form W-2s and will remain in effect until the consent is withdrawn by the employee.
- An employee who chooses to receive their Form W-2 online can also receive a paper copy of the W-2 by contacting the Payroll Dept. Request for a paper copy does not withdraw the employee's consent for electronic delivery of future W-2 statements.
- An employee who chooses to receive their Form W-2 online can change their mind and withdraw consent to online delivery. To withdraw consent, click on the 'Withhold Consent' button on the W-2 Electronic Consent page in Self Service. 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 If consent is withdrawn, it will only be effective for those W-2 statements not yet issued.
- The provision of an employee's Form W-2 in electronic format will cease upon an individual's separation of employment with Chaffey College.
- Employees may continue to make any address changes through Self Service.
- Employees will be promptly notified of any Payroll contact information changes.
- All employees should be aware that the Form W-2, even when provided electronically, must be attached to their annual tax return. If the W-2 is provided electronically, the employee should print the W-2 and attach it to his/her tax return documents.
- W-2 statements will remain in Self Service for at least 4 years.
- The hardware and software requirements needed to access the W-2 statement electronically include an internet connection, web browser, and Adobe Acrobat reader or similar PDF reader software.