**What is changing?**

Effective for the calendar year 2013 all ASU employees – including faculty, staff and students, will have access to their 2013 IRS Form W-2 Wage and Tax Statement electronically through MyASU. Employees must provide consent for ASU to no longer mail their W-2. Unless consent is given a paper W-2 form will be sent through the mail.

Also, ASU is making a Tax Information page available to all employees. This tax information page reflects the same information reported on W-2 forms, but is an informational page only (it is not the employee’s official W-2 form). This page will be available for all tax years since 2008. No consent is needed to review this page. It is available to all employees.

**Why is the electronic W-2 process changing?**

The new process will be easier to use than the previous electronic process, allowing for greater participation in the electronic only W-2 program at ASU. Electronic W-2 programs are typically a more secure (and sustainable) method for delivering W-2 information to employees.

**What if an employee wants to have their W-2 form mailed?**

No action is necessary for employees who wish to have their W-2 mailed through the U.S. Postal Service.

**How do employees sign up for the new electronic only W-2 program?**

Employees must consent to allow the University to deliver their W-2 in an electronic only format. Consent can be given by going to:

**MYASU> My Employment > Payroll > Tax Information > Consent to Receive W-2 Electronically**

You will be taken to the W-2 Consent Form page. Click on the box next to “Check here to indicate your consent to receive electronic W-2 and W2-C Forms”.

Click the Submit button. You will be asked to confirm your identity by providing your ASURITE password.

Your consent is complete. Your W-2 forms will not be mailed.

A confirming email will be sent to the employee’s ASU email account.
**What does ‘consent to receive electronic W-2’ mean?**

If consent is given by December 31, the employee will have access to their 2013 W-2 form through a link on MyASU, and will not be mailed a paper W-2 form. Once on the MyASU site the employee will be asked to provide certain security information before they have access to their W-2 form. Employees can consent after December 31, but the paper form will be mailed if consent is given after W-2 files have been finalized, typically the first week of January.

**When does consent stop?**

Consent is removed when the employee revokes their consent or the employee terminates their employment with the University. Employees who leave employment with ASU will be mailed their W-2 form.

**How is consent revoked by the employee?**

Consent is withdrawal using the same navigation path as when consent was given.

MYASU> My Employment > Payroll > Tax Information > Consent to Receive W-2 Electronically

You will be taken to the W-2 Consent Form page. Click on the box next to “Check here to withdraw your consent to receive electronic W-2 and W2-C Forms”.

Click the Submit button. You will be asked to confirm your identity by providing your ASURITE password.

Your consent is now withdrawn. The next time ASU generates a W-2 form for you it will be mailed.

A confirming email will be sent to the employee’s ASU email account notifying them that the consent has been withdrawn.

**What if an employee participates in the previous electronic W-2 program through the outside vendor?**

Employees must consent to the ASU program. This allows the University to have record of when the consent was given. The outside vendor program will also be in place for calendar year 2013 W-2 forms.

**When will electronic and mailed W-2’s be available?**

Electronic W-2’s through MyASU should be available by January 14, 2014.

Mailed W-2’s should be delivered to domestic addresses by January 30, 2014 – if the employee’s current address is on file.
Will employees still be able to import their ASU tax information into tax preparation software such as Turbo Tax or TaxACT?

Yes, the import process should be the same as in previous years.

You will also have the option of saving your W-2 as a PDF through the MyASU option.

What is the W-2 Information page and where is it located?

The W-2 Information page is a PeopleSoft page which provides an employee the wage and tax information needed to complete their tax returns. However, the employee’s social security number has been truncated, providing a more secure information source than printing the actual W-2.

Information is available for each year the employee received a W-2 form from ASU, beginning with calendar year 2008. Use the navigation on the top right side of the page to view previous years.

Calendar year 2013 information will be available at the same time electronic W-2’s are available, typically by January 14.

MYASU > My Employment > Payroll > Tax Information > Retrieve W-2 Information > View Your W-2 Information

For more information on ASU’s electronic W-2 program please go to Frequently Asked Questions (https://cfo.asu.edu/fs-w2faqs) or contact Financial Services at Financial.Services@asu.edu or 480.727.9241.