



ELECTRONIC W-2 CONSENT FORM

Burke County is required by the IRS to furnish all employees with a “Form W-2” for each calendar year. The Form W-2 details the employee’s compensation and tax withholding amounts for the year. Employees are encouraged to receive their Form W-2 electronically but have the option of the paper version.

What are the benefits of receiving an electronic Form W-2?

- **You are protecting your identity.** This legal document contains your social security number and annual earnings, which can be compromised in the event it is lost in the mail or misplaced.
- **You have access to your W-2 earlier than those receiving it via mail.** By law, W-2s must be mailed no later than January 31st.

Disclosure Notice:

- IRS regulations require that employees must **AFFIRMATIVELY CONSENT** to receiving their Form W-2 electronically.
- An employee who consents to receiving his/her Form W-2 electronically will not receive a paper copy. If an employee does not consent to electronic delivery, he/she will receive a paper copy of Form W-2.
- An employee who elects to receive his/her Form W-2 electronically can also receive a paper copy of Form W-2 by contacting the Burke County Finance Office 828-764-9056. A request for a paper copy does not withdraw the employee’s consent for electronic delivery of future Form W-2s.
- An employee’s consent to receive Form W-2 by electronically will remain in effect unless a written withdrawal is received. An employee can withdraw his/her consent and request a paper statement at any time. An employee can withdraw his/her consent for electronic delivery by emailing HR@burkenc.org. If consent is withdrawn, it will be effective only for those Form W-2s not yet issued.
- All employees should be aware that the Form W-2, even when provided electronically, may need to be attached to their annual tax returns, including Federal, State, and local tax returns. Employees may print as many copies as needed.
- The computer hardware/software requirements needed to access the Form W-2 statement electronically include an internet connection, web browser, and an Adobe Acrobat reader or similar PDF reader software.
- If an employee terminates employment with Burke County, the employee’s consent to receive an electronic Form W-2 will be considered revoked and their final Form W-2 will be mailed to

their home address on file no later than January 31st following the relevant tax year, unless the employee provides an updated email address to HR during their exit interview.

- It is the employee's responsibility to notify Human Resources of any changes to their personal contact information by emailing HR@burkenc.org or by submitting a "Change of Address Form" available from Human Resources.

Check One:

- I wish to receive my W-2 ELECTRONICALLY ONLY (email)
- I wish to receive my W-2 BOTH IN PAPER FORM AND ELECTRONICALLY
- I wish to receive my W-2 IN PAPER FORM ONLY (by mail)

I understand that by signing below, I consent to receive Form W-2 in electronic format in my selected format receiving a paper copy. I further understand that I may withdraw my consent at any time as outlined above.

Primary email address to receive Form W-2: _____

Alternate email address: _____

Employee ID #

Employee Printed Name

Employee Signature

Date

If you believe HR has an outdated home, street address on file, you may also use this opportunity to provide your current home address:
