

Go Paperless!

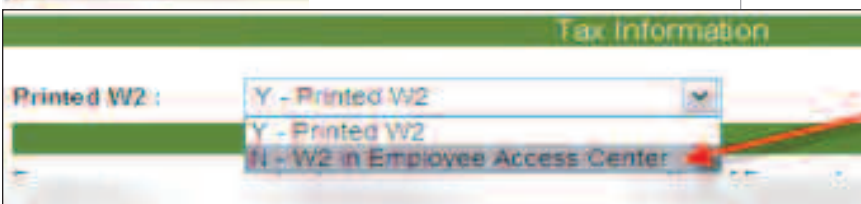
Benefits of receiving a W-2 form Online:

- Convenient access from a District networked computer (or VPN from your home computer).
- Earlier access to your W-2.
- Decreases opportunity for lost, stolen, or misplaced W-2s during or after delivery.
- Simple to print.
- Consent is effective for W-2s issued for the current calendar year and all future periods until (a) you withdraw your consent or (b) you are no longer employed by CISD.
- Most importantly – you are supporting cost savings for forms; printing, distribution, and postage.

Save time and costs by enrolling for an **Electronic-Only W-2 today!**

- To receive an electronic-only W2, select N-W2 in Employee Access Center.

<https://access.conroeisd.net/EAC5/Login.aspx>



Electronic Form W-2 Disclosure Notice

Internal Revenue Service (IRS) regulations require Conroe ISD (CISD) to obtain your consent before delivering an electronic-only W-2. If you do not consent to electronic-only delivery of your W-2, a paper form **will be mailed to your address of record by January 31 of each calendar year.** Below is important information regarding electronic-only W-2 consent.

1. If you consent to electronic-only delivery of your W-2, a paper W-2 will not be mailed. You will use Employee Access to view and print your W-2.

2. Access to electronic W-2s will be available to active employees, regardless of whether they have consented to electronic-only delivery.
3. The hardware and software required to access your electronic W-2 includes a computer with an Internet connection, a web browser, and CISD network access. Your network user ID number and password are required for access.
4. Your consent is effective for W-2s issued for the current calendar year and all future periods until (a) you withdraw your consent or (b) you are no longer employed by CISD.
5. If you have consented to electronic-only delivery of your W-2, you may change your mind and withdraw consent at any time through Employee Access. The consent status is viewable at any time through Employee Access.
6. Withdrawal of consent will be effective on the date updated in Employee Access. If consent is withdrawn, it will only be effective for W-2s not yet issued or printed.
7. After your last day with the district, you will no longer have access to electronic W-2s. If you consent to electronic-only delivery of your W-2 but leave the district before the electronic W-2 is available, you will receive a paper copy via U.S. mail.
8. It is important to keep your address of record current. Addresses may be updated through Employee Access.
9. If you have consented to electronic-only delivery of your W-2, you may still receive a paper copy of the W-2 by completing a Lost Form W-2 "Reissued Statement" Request form. Please allow 3-5 work days to process this request. A request for a paper copy does not withdraw your consent for electronic-only delivery.