

THE FOGARTY CENTER
Consent to Receive Forms W-2 Electronically

THE FOGARTY CENTER will be providing employees access to electronic copies of Form W-2 through the **Employee Self Service (ESS) Portal**. These forms will also be accessible to you in case you need a copy of a Form W-2 in the future.

Your signature below provides **THE FOGARTY CENTER** with your consent to receive Forms W-2 electronically. You may refuse to consent, choosing instead to receive a paper Form W-2.

This consent will be in effect for the duration of your term of employment unless otherwise revoked in writing.

If you wish to maintain access to your electronic copy, but need to receive a printed copy, you may request a one-time printed copy by submitting your request to the **Payroll Department** at any time. Your consent to receive future electronic Forms W-2 will remain intact.

If you choose to withdraw your consent to receive an electronic Form W-2, you must notify the **Payroll Department** in writing by **December 31 of the year prior to the issuance of the Form W-2**. Withdrawn consent does not apply to previously issued Forms W-2.

If your contact information is not correct, please complete your Payroll Representative.

THE FOGARTY CENTER will provide you with changes to the company information and procedures for accessing your Forms W-2. A computer with Internet Explorer 7.0 or greater, or Firefox 3.5 or greater is required to access your Form W-2 online. **Log in to the ESS Portal using the Login information provided to you.**

_____ I consent to receiving my Forms W-2 electronically for the duration of my employment until such time that this consent is revoked by me in writing.

_____ I do not consent to receiving my Forms W-2 electronically and would like to receive all Forms W-2 in printed format.

_____ I withdraw previous consent to receive my Forms W-2 electronically and would like to receive future Forms W-2 in printed format. I understand that I may reinstate my consent in the future.

Print Employee Name: _____

Signed: _____ Date: _____

Finance Approval: _____ Date: _____