

Electronic W-2 Consent Form

Due to new IRS regulations, RPM & Associates, Inc. (RPM) needs your permission to send you your W-2 form electronically. Please read the entire notice and complete the information below to provide your consent to receive all future W-2's in electronic format.

RPM is required by the Internal Revenue Service (IRS) to furnish all employees with a Form W-2 Wage and Tax Statement each calendar year. The Form W-2 is used to complete the employee's annual tax returns. The Form W-2 may be required to be printed and attached to your Federal, State, or local income tax return. The Form W-2 Tax Statement details the employee's wages, tax withholding, and other important payroll information.

Disclosure Notices:

An employee who consents to receiving his/her Form W-2 electronically by email will not receive a paper copy of the W-2. If an employee does not consent, he/she will continue to receive a paper copy of the W-2.

An employee who chooses to receive his/her Form W-2 by email can change his/her mind and withdraw consent to online delivery. Consent can be revoked for future years by emailing your request to Kandy McNamara at the Corporate Office. IRS regulations require that employees give their consent to receive the W-2 in electronic format. This process does not need to be repeated every year.

If you choose to receive your W-2 electronically it will be sent as a PDF via email to the email you list below. You will open it just like you do your paycheck by entering the last 4 digits of your social security number when it asks for your password.

I agree to receive my W-2 electronically by email.

I DO NOT agree to receive my W-2 electronically.

Printed Name: _____

Signature: _____

Date _____

Email: _____