Go Greener with an E-W2

To “go greener,” the District is asking for active employees—by the deadline of December 31—to consent to receive their 2011 Form W-2 in an electronic format through the District’s MyPortal. For directions on how to consent to an e-W2, log in to MyPortal and click on left side Messages “Active Employees: Please consent for Electronic Form W-2 (2011).”

The consent process takes only a few minutes and does not need to be repeated every calendar year. The e-W2 option will be valid for all subsequent tax years unless an employee terminates employment or revokes the consent. Once consent is provided, employees will no longer receive the paper Form W2 via the U.S. Postal Service. The District will notify employees via email when their Electronic Form W-2 is available (usually by mid-January). Without the employee’s consent for an e-W2, the District will continue to mail the paper Form W-2 by January 31st.

Please note: No immediate confirmation of consenting to an e-W2 is available at this time; District payroll will send an email confirmation at the end of the month.