

## **Electronic W-2 Form Instructions**

### **Instructions to Provide Consent**

Please use the following instructions if you wish to **give your consent** to receive all future W-2 Forms in electronic format only and forego the paper copy after you have reviewed the [Electronic W-2 Form Disclosure Statement](#):

1. Log into Voyager
2. Click on the Employee Services Tab
3. Click on "Tax Forms" under "Employee Services" Click on "Electronic W-2 Consent"
4. Check the box next to "Consent to receive W-2 electronically"
5. Click "Submit"

### **Instructions to Withdraw Consent**

Please use the following instructions if you wish to **withdraw your consent** to receive future W-2 Forms in electronic format only. You will receive paper W-2 Forms for all future periods.

1. Log into Voyager
2. Click on the Employee Services Tab
3. Click on "Tax Forms" under "Employee Services"
4. Click on "Electronic W-2 Consent"
5. Uncheck the box next to "Consent to receive W-2 electronically"
6. Click "Submit"

### **Instructions to access and print your W-2 Form**

1. Log into Voyager
2. Click on the Employee Services Tab
3. Click on "Tax Forms" under "Employee Services"
4. Click on "W-2 Year-End Earnings Statement"
5. Select the appropriate year in the "Tax Year" drop-down box
6. Click "Display"
7. Click "Print" to generate a printable view of the W-2 Form
8. Print the W-2 Form using the print feature on your web browser