

Follow the instructions to consent to receive Form W-2 electronically

1. Log in to the [Ultipro portal](#) and input your username and password in the appropriate area to gain access.
2. Once logged in to the UltiPro portal go to **Myself > Pay > W-2**.
3. From the **Things I Can Do** section, on the right hand side of the page, select **Change W-2 Consent Form**.

Myself My Company Find...

Personal Jobs Pay Benefits Open Enrollment Life Events

Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax W-2

Form W-2 Wage and Tax Statement Consent

save cancel print help

Things I Can Do

FOR THIS TAB SET

Change W-2 Consent Form

Quick Tours and Tips

[Pay Section Overview](#)

[Adding a Direct Deposit Account To](#)

[Viewing Your Form W-2 Tour](#)

i Information

- Per your election, your employer is providing you with a paper copy of your U.S. Form W-2 which you can file with your Federal, state or local tax returns.
- If you do not consent to receive your Forms W-2 electronically, you will receive a paper Form W-2. Consent applies to all Forms W-2 and W-2C issued after consent is given and will remain until consent is withdrawn by changing your election. To obtain a paper copy you may change your election at any time; however changes will not take effect for forms already issued. You can withdraw consent to online delivery at any time by changing the selection on this page and clicking the Save button.
- The provision of an employee's Form W-2 by electronic format may or may not cease upon cessation of individual's employment. Contact your employer for details.
- Consent must be given before 1/10/2016 for the 2015 W-2's
Reprint multiple copies of your current and past W-2s during the year free of charge without having to contact Payroll Services.

U.S. W-2

Go Paperless! I consent to receive my Form W-2 electronically.

I want to receive a paper copy of my Form W-2.

4. On the Form W-2 Wage and Tax Statement Consent page, select the option to receive your Form W-2 electronically.

Personal Jobs Pay Benefits Open Enrollment Life Events

Current Pay Statement Pay History YTD Summary Direct Deposit **Income Tax** W-2

Form W-2 Wage and Tax Statement Consent

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5. Select Change W-2 Consent Form.
6. Select Save.