

W-2 Sample Emails for Notifying Employees

Sample email for you to send employees in December notifying them of online W2's

Your 20XX W-2 will be available online this year. The next time you login to the SMARTeR website and select Pay and Personal Information/My Tax Information/W-2, you will be presented with a Notice and Consent form to receive your W-2 electronically. If you consent to receive your W-2 online, you will be able to print your 20XX Form W-2 when it becomes available, you will not have to wait for it to be distributed to you. If you do not consent, you will receive a paper copy as you have in the past. The online W-2's will be available before the paper copies are available. You will receive an email notice when the 20XX W2's are available via ESS. We hope you will take advantage of the electronic W-2.

“Sample e-mail Notification” when W-2's are available

The 20XX Wage and Tax Statements (Form W-2) are now available online when you log into ESS. You must give consent, or have previously given consent to receive form W-2 electronically on line. After logging into ESS, select Pay and Personal Information tab, My Tax Information tab, W-2. Employees can print as many copies as necessary of Form W-2. It should be printed with black ink on white paper only.

If you originally withheld consent, but would now like to receive your W-2 electronically, you still have the option to provide consent and receive the W-2 electronically. The consent form will automatically open if you have not previously consented when you select W-2 on the ESS website. Consent may be given at any time.

If you originally consented and do not want to receive your W-2 electronically, you can withdraw consent by sending a written request to _____ in the District Office. By withdrawing consent you will receive a paper copy of the Form W-2 by the end of January.