ELECTRONIC W-2 CONSENT

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

SECTION 1: PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____

AIS Number _____ **or** Last 4 of SSN _____ **or** SIU Campus ID _____

Daytime Phone Number _____ Email Address _____

Payroll Type: ☐ Monthly Faculty/AP Staff/Grad Asst./UGA ☐ Semi-monthly Civil Service

☐ Bi-weekly Civil Service ☐ Bi-weekly Student

SECTION 2: AUTHORIZATION

I consent to receive my W-2 form electronically. By consenting to receive your W-2 electronically, you agree to use Human Resources Self-Service (HRSS) between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return. Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or if this service is not supported in a future tax year. You may revoke your consent and receive a paper Form W-2 by contacting Payroll at hrpayroll@siu.edu to receive the Request to Revoke Electronic W-2 Consent form and then returning the completed form to Payroll. Updating employee contact information is the responsibility of the employee by providing up-to-date names and addresses in HRSS or providing a Change of Address Form to Human Resources.

Employee Signature _____ Date Signed _____

Please submit completed and signed form to: Southern Illinois University
Human Resources
Woody Hall - MC 6520
Carbondale, IL 62901-6520
Fax: 618.453.1353
hrpayroll@siu.edu

For Office Use Only:

Entered by:_____ Date entered:_____

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Clear Form Print Form