






Dear Employees,

We are happy to share that the INFORMS W-2 or W-2c consent for electronic receipt functionality is now enabled. You currently receive W-2 or W-2c paper forms by mail. You must complete this consent form through Employee Self-Service (ESS) to receive electronic W-2 or W-2c forms. For additional security and to verify your identity, you'll be asked to provide the last four numbers of your SSN and birthdate. Employees will receive an email notification confirming their consent.

If you do not submit a consent form or a withdrawal of consent form, the Payroll Department will process your year-end forms based on the information currently on file. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued.

Please reference the attached [job aid](#)  for detailed instructions.

- Navigation: **Login to INFORMS > Employee Self-Service > Payroll > W-2/ W-2c > W-2/ W-2c Consent**
- An email notification will be sent once the W-2 or W-2c consent form or withdrawal of consent form online. Attached are samples of each for reference.
 - [Consent Granted Confirmation email notification sample](#) 
 - [Verify Identity screenshot sample](#) 
 - [Withdrawal Consent Granted Confirmation email notification sample](#) 

Kindly note that a separate communication will be shared once the W-2 forms are available.

For more information, please visit the [INFORMS Homepage](#) or [FAQs](#) / [R2 FAQs](#).

Thank you for your continued engagement and support!

Thank you,
INFORMS team