

Miami-Dade County

W-2 Forms (View/Print) and Consent of Electronic Receipt Job Aid

Version 1.0



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PURPOSE

Purpose

This document explains the key activities involved in consenting to electronic W-2 forms as well as review and print any available forms. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.



W-2 FORMS (VIEW/PRINT) AND CONSENT OF ELECTRONIC RECEIPT

Step	Action						
1.	Navigate to Employee Self-Service > Payroll						
2.	Select the W	2/W2-c	pane.				
	 C Enployee Self Service Paychecks W-20W-2c ✓ Paycheck Modeler 	Paychecks Image: Check Date 1104/2022 102/1/2022 09/23/2022 09/23/2022 09/23/2022 09/22/2022 09/22/2022 09/22/2022 09/22/2022	Company Marri Dade County Marri Dade County	Payroll Pay Begin Date / Pay End Date 10/17/0922 10/09/0922 10/09/0922 10/09/0922 00/09222	Net Pay Paycheck Na 51957.63 9396332 51957.63 9307330 51927.63 9307930 51924.40 9337928 51924.39 9309591 51924.40 9279685 51924.40 9279685 51924.40 9251441 51840.06 9221751	Image: Additional system Image: Additional system mber > >> > >> > >> > >> > >> > >> > >> >	
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	W-2W-2c ^	T Check Date	Company	Pay Begin Date / Pay End Date	Net Pay Paycheck Nu	amber	
	W-2/W-2c Consent	11/04/2022	Miami Dade County	10/17/2022 10/30/2022	\$1967.63 9396332	>	
	Paycheck Modeler	10/21/2022	Miami Dade County	10/03/2022 10/16/2022	\$1967.63 9367930	>	
		10/07/2022	Miami Dade County	09/19/2022 10/02/2022	\$1924.40 9337928	>	
		09/23/2022	Miami Dade County	09/05/2022 09/18/2022	\$1924.39 9309591	>	
		09/09/2022	Miami Dade County	08/22/2022 09/04/2022	\$1924.40 9279665	>	
		08/26/2022	Miami Dade County	06/08/2022 08/21/2022	\$2101.62 9251441	>	
1		08/12/2022	Miami Dade County	07/25/2022 08/07/2022	\$1540.06 9221751	>	



Step	Action					
4.	Note : To view and download available forms, please ensure all pop-up blockers are disabled. Select the View Form button.					
	Conjugan Sal Serves. Payroll Payrol P					
5.	Enter the desired information into the Date of Birth field.					
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Step	Action						
6.	Enter the desired information into the Last 4 digits of SSN field.						
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7.	Select the Continue button.						
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Step	Action							
8.	Select View	w2/w2	2-c Consent	pane.				
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	n Paychecks	Paychecks						
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	View W-2/W-2c Forms	Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number		
	W-2/W-2c Consent	11/04/2022	Miami Dade County	10/30/2022	\$1987.63	9396332	>	
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9.	Select the I o	consent	to receive	W-2 or W-2c form	ns electronio	ally cheo	ckbox.	_
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	Rev Paychecks	W-2/W-2c Cons	sent					
	🔤 W-2/W-2c 🔨	You currently re	eceive W-2 or W-2c paper forms by m	nill 7 ar W. 7a Karme. Il was da wat submit a case ant form or a with	Informal of concept from the David Dec	stant will ensure your user in	and forms insend on the information	
	View W-2/W-2c Forms	currently on file. After	you submit your consent form, it will ren	2 or vv-cc forms, in you do not submit a consent form or a will sain valid until you submit a withdrawal of consent form. The	exception is when your employment is te	minated or electronic access to	o forms is discontinued.	
	Paycheck Modeler	Consent to rea	ceive W-2 or W-2c forms electronically	r				
		Submit						
		Submit						
								J





informs



Step	Action						
12. Enter the desired information into the Last 4 digits of SSN field.							
	C Employee Self Service Payroll 🇌 🗌 🔍 🐑						
	Paychecks W-2/W-2c Consent						
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	Verw W2W2E Forms currently on file. After you solent your consent form, it will remain valid until you soleni a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is descentioned.						
	Very even a commit						
	Solution Verify Identity To protect your privacy, workly your latel 4d 55M and latituday. If you are not this user, click Cancel.						
13.	Select the Continue button.						
13.	Comptype Set Service Payroll # Q 🐋 : 🗮						
	Paychecks W-2/W-2c Consent						
	🔤 W-2W-2c 🔨 🏠 You currently receive W-2 or W-2c paper forms by mail						
	View W-2W-2c Forms You must complete this consent form to receive electronic W-2 or W-2c forms. If you do not submit a consent form or a withdrawal of consent form, the Payrol Department will process your year-end forms based on the information currently on file. After you submit you 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 in discontinued.						
	W-2W-2c Consent R2 I consent to receive W-2 or W-2c forms electronically						
	Prycheck Modeler						
	Sobrit Verify Identity						
	To protect your privacy, verify your identify by typing in your last 4 of SSN and birthday. If you are not this user, click Cancel.						
	User ID EX38256 Date of Birth [07/07/1988 前]						
	Last 4 digits of SSN 2263 ×						
	Cancel						



Step	Action		
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	C Employee Self-Service	Payroll 🚮 Q 👳	:
	Raychecks	W-2/W-2c Consent	
	W-2/W-2c	You will receive W-2 or W-2c forms electronically	
	View W-2/W-2c Forms	You have consented to receive electronic W-2 and W-2c forms. If you prefer to receive paper W-2 and W-2c forms, you must submit a withdrawal of consent form. After you submit the withdrawal of consent form, it is valid submit a new consent form.	i until you
	W-2/W-2c Consent		
	Paycheck Modeler		