



## **Miami-Dade County**

---

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

Version 1.0

## TABLE OF CONTENTS

---

<b>TABLE OF CONTENTS.....</b>	<b>2</b>
<b>PURPOSE.....</b>	<b>2</b>
<i>Purpose.....</i>	2
<b>W-2 FORMS (VIEW/PRINT) AND CONSENT OF ELECTRONIC RECEIPT .....</b>	<b>3</b>

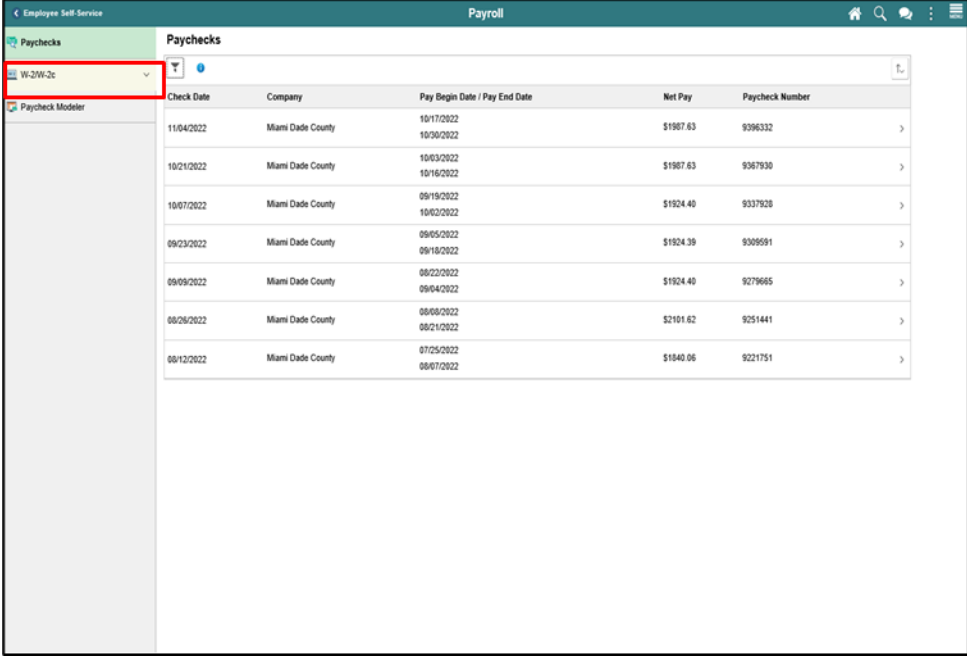
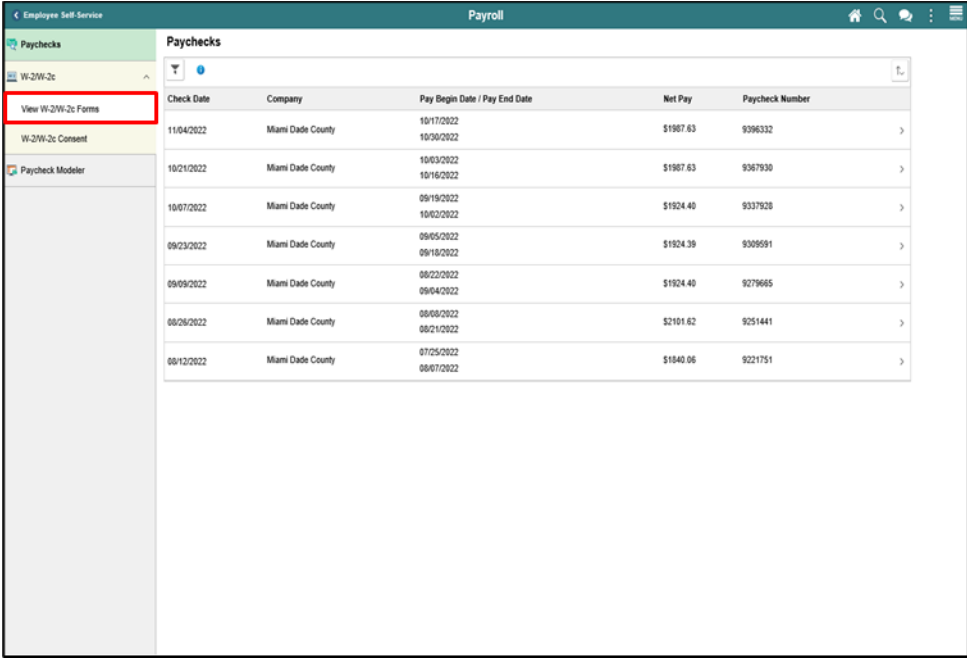
## PURPOSE

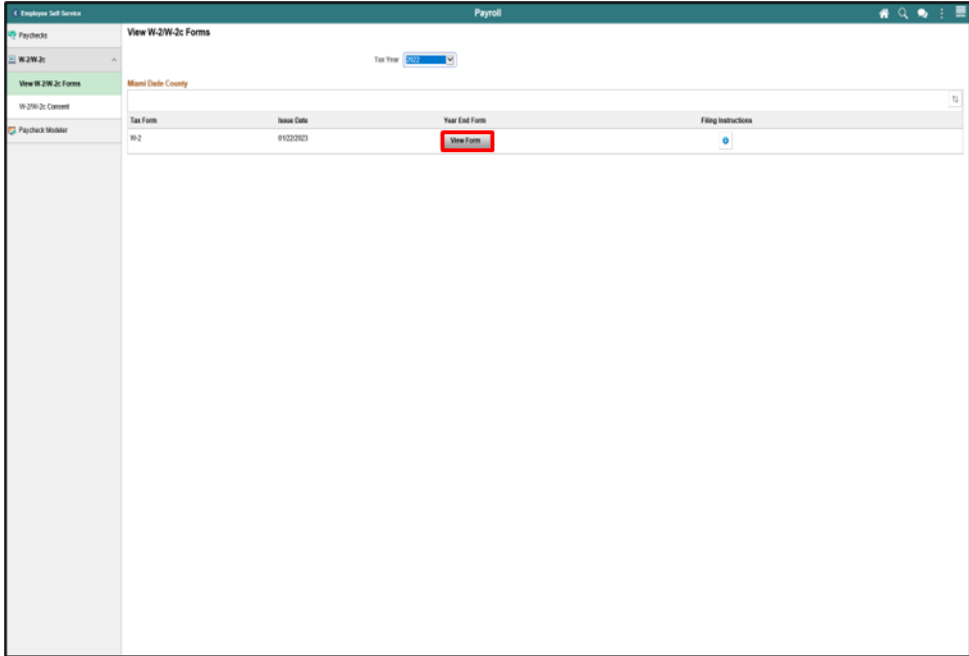
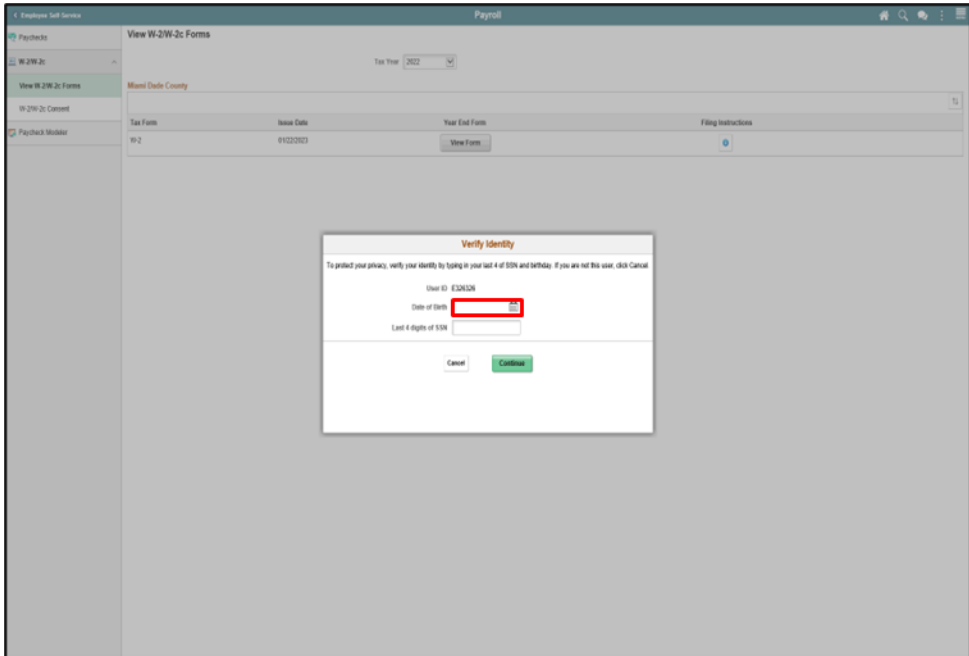
---

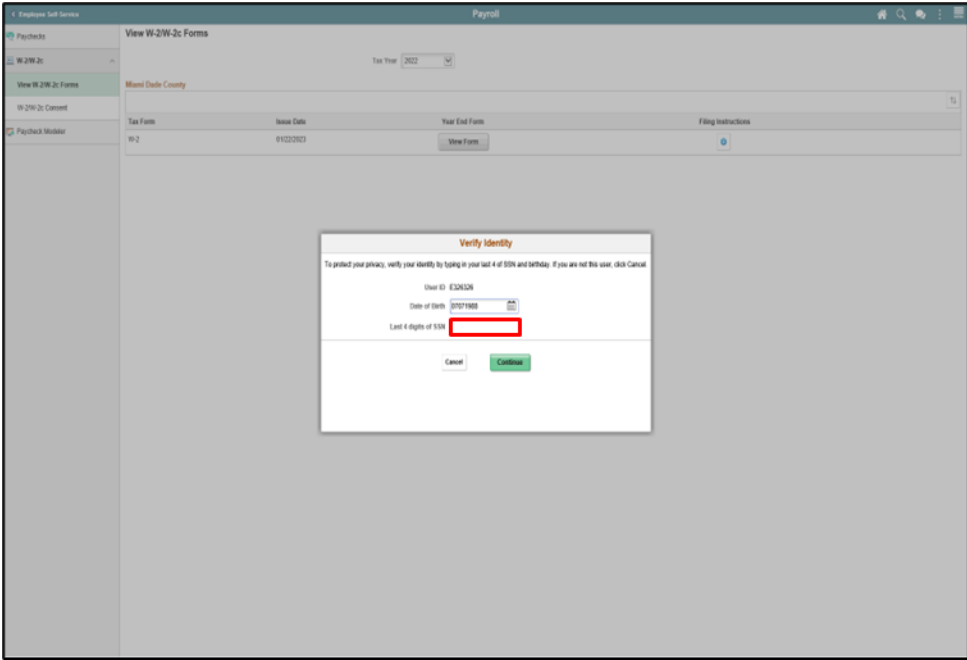
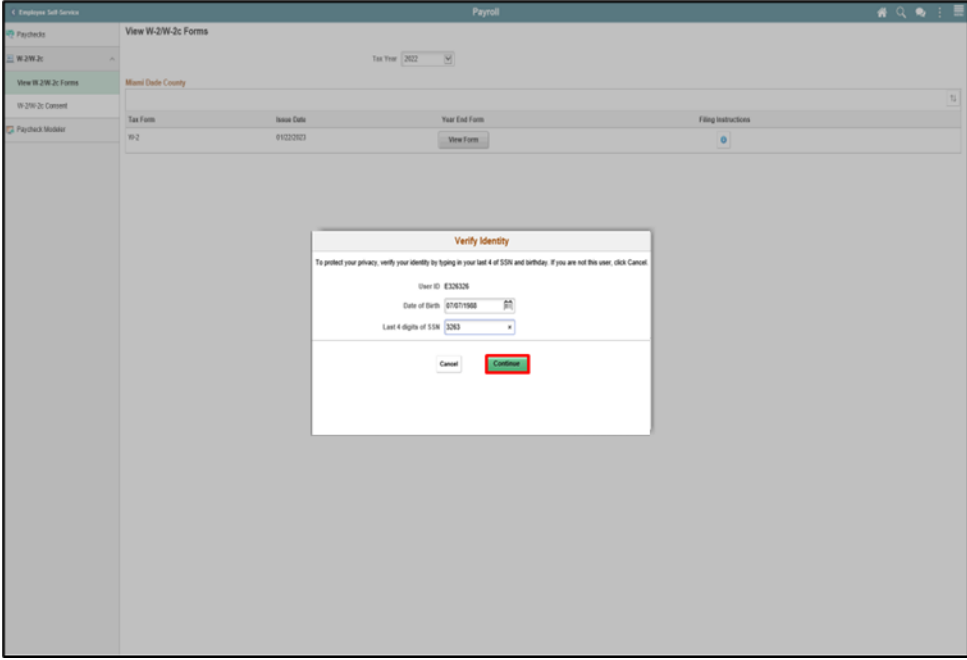
### **Purpose**

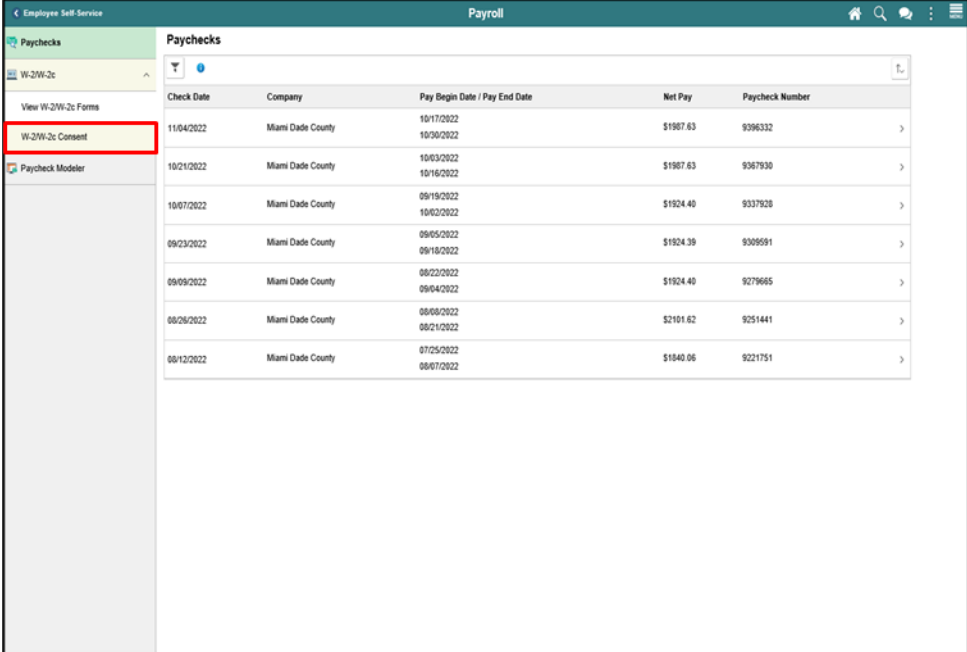
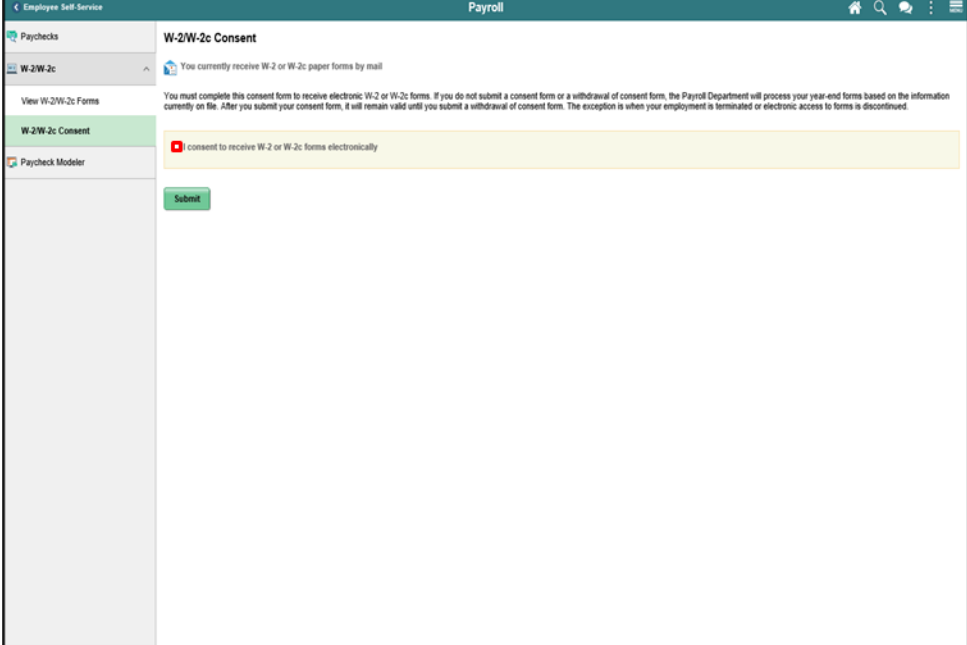
This document explains the key activities involved in consenting to electronic W-2 forms as well as review and print any available forms. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

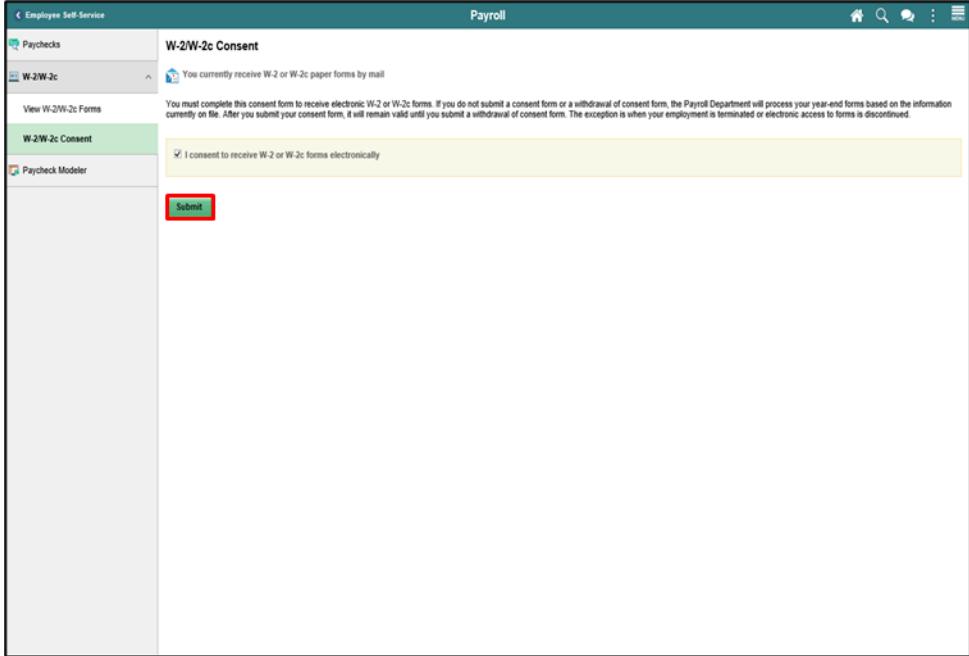
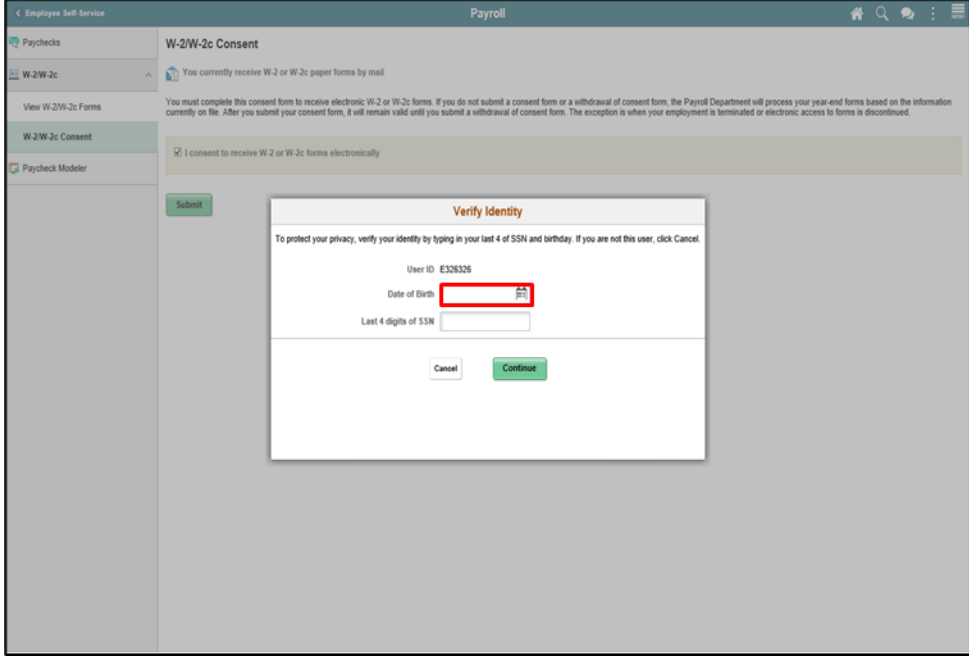
## W-2 FORMS (VIEW/PRINT) AND CONSENT OF ELECTRONIC RECEIPT

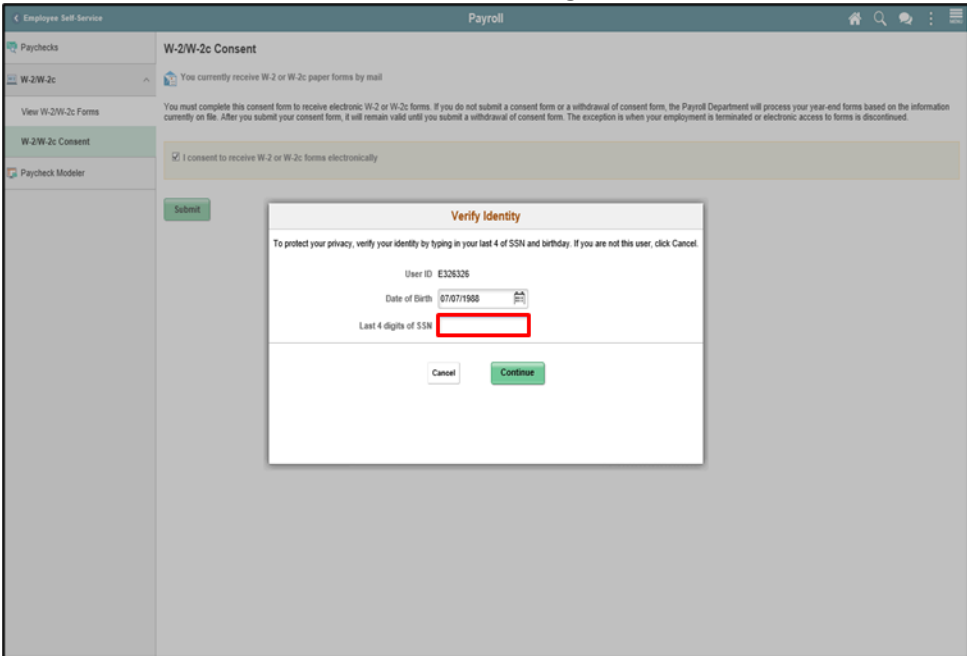
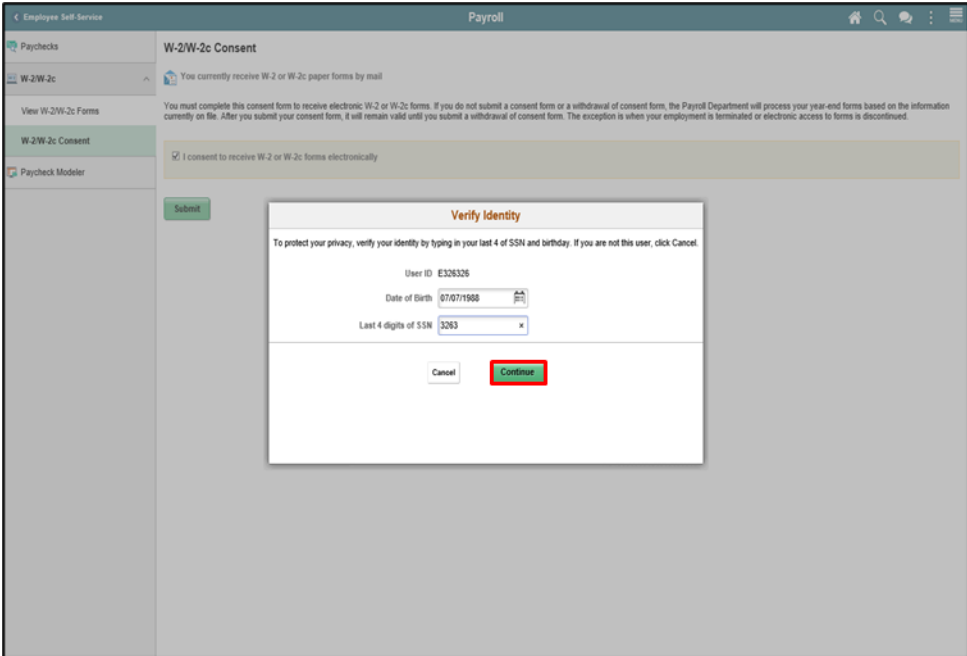
Step	Action																																								
1.	Navigate to <b>Employee Self-Service &gt; Payroll</b>																																								
2.	<p>Select the <b>W2/W2-c</b> pane.</p>  <table border="1" data-bbox="527 562 1274 856"> <thead> <tr> <th>Check Date</th> <th>Company</th> <th>Pay Begin Date / Pay End Date</th> <th>Net Pay</th> <th>Paycheck Number</th> </tr> </thead> <tbody> <tr> <td>11/04/2022</td> <td>Miami Dade County</td> <td>10/17/2022 10/30/2022</td> <td>\$1987.63</td> <td>9396332</td> </tr> <tr> <td>10/21/2022</td> <td>Miami Dade County</td> <td>10/03/2022 10/16/2022</td> <td>\$1987.63</td> <td>9367930</td> </tr> <tr> <td>10/07/2022</td> <td>Miami Dade County</td> <td>09/19/2022 10/02/2022</td> <td>\$1924.40</td> <td>9337928</td> </tr> <tr> <td>09/23/2022</td> <td>Miami Dade County</td> <td>09/05/2022 09/18/2022</td> <td>\$1924.39</td> <td>9306991</td> </tr> <tr> <td>09/09/2022</td> <td>Miami Dade County</td> <td>08/22/2022 09/04/2022</td> <td>\$1924.40</td> <td>9279665</td> </tr> <tr> <td>08/26/2022</td> <td>Miami Dade County</td> <td>08/08/2022 08/21/2022</td> <td>\$2101.62</td> <td>9251441</td> </tr> <tr> <td>08/12/2022</td> <td>Miami Dade County</td> <td>07/25/2022 08/07/2022</td> <td>\$1840.06</td> <td>9221751</td> </tr> </tbody> </table>	Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	11/04/2022	Miami Dade County	10/17/2022 10/30/2022	\$1987.63	9396332	10/21/2022	Miami Dade County	10/03/2022 10/16/2022	\$1987.63	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	9306991	09/09/2022	Miami Dade County	08/22/2022 09/04/2022	\$1924.40	9279665	08/26/2022	Miami Dade County	08/08/2022 08/21/2022	\$2101.62	9251441	08/12/2022	Miami Dade County	07/25/2022 08/07/2022	\$1840.06	9221751
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number																																					
11/04/2022	Miami Dade County	10/17/2022 10/30/2022	\$1987.63	9396332																																					
10/21/2022	Miami Dade County	10/03/2022 10/16/2022	\$1987.63	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	9306991																																					
09/09/2022	Miami Dade County	08/22/2022 09/04/2022	\$1924.40	9279665																																					
08/26/2022	Miami Dade County	08/08/2022 08/21/2022	\$2101.62	9251441																																					
08/12/2022	Miami Dade County	07/25/2022 08/07/2022	\$1840.06	9221751																																					
3.	<p>Select <b>View W2/W2-c Forms</b> pane.</p> <p>Use this page to review W-2/W-2c Forms.</p>  <table border="1" data-bbox="527 1308 1274 1602"> <thead> <tr> <th>Check Date</th> <th>Company</th> <th>Pay Begin Date / Pay End Date</th> <th>Net Pay</th> <th>Paycheck Number</th> </tr> </thead> <tbody> <tr> <td>11/04/2022</td> <td>Miami Dade County</td> <td>10/17/2022 10/30/2022</td> <td>\$1987.63</td> <td>9396332</td> </tr> <tr> <td>10/21/2022</td> <td>Miami Dade County</td> <td>10/03/2022 10/16/2022</td> <td>\$1987.63</td> <td>9367930</td> </tr> <tr> <td>10/07/2022</td> <td>Miami Dade County</td> <td>09/19/2022 10/02/2022</td> <td>\$1924.40</td> <td>9337928</td> </tr> <tr> <td>09/23/2022</td> <td>Miami Dade County</td> <td>09/05/2022 09/18/2022</td> <td>\$1924.39</td> <td>9306991</td> </tr> <tr> <td>09/09/2022</td> <td>Miami Dade County</td> <td>08/22/2022 09/04/2022</td> <td>\$1924.40</td> <td>9279665</td> </tr> <tr> <td>08/26/2022</td> <td>Miami Dade County</td> <td>08/08/2022 08/21/2022</td> <td>\$2101.62</td> <td>9251441</td> </tr> <tr> <td>08/12/2022</td> <td>Miami Dade County</td> <td>07/25/2022 08/07/2022</td> <td>\$1840.06</td> <td>9221751</td> </tr> </tbody> </table>	Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	11/04/2022	Miami Dade County	10/17/2022 10/30/2022	\$1987.63	9396332	10/21/2022	Miami Dade County	10/03/2022 10/16/2022	\$1987.63	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	9306991	09/09/2022	Miami Dade County	08/22/2022 09/04/2022	\$1924.40	9279665	08/26/2022	Miami Dade County	08/08/2022 08/21/2022	\$2101.62	9251441	08/12/2022	Miami Dade County	07/25/2022 08/07/2022	\$1840.06	9221751
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number																																					
11/04/2022	Miami Dade County	10/17/2022 10/30/2022	\$1987.63	9396332																																					
10/21/2022	Miami Dade County	10/03/2022 10/16/2022	\$1987.63	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	9306991																																					
09/09/2022	Miami Dade County	08/22/2022 09/04/2022	\$1924.40	9279665																																					
08/26/2022	Miami Dade County	08/08/2022 08/21/2022	\$2101.62	9251441																																					
08/12/2022	Miami Dade County	07/25/2022 08/07/2022	\$1840.06	9221751																																					

Step	Action
4.	<p><b>Note:</b> To view and download available forms, please ensure all pop-up blockers are disabled.</p> <p>Select the <b>View Form</b> button.</p> 
5.	<p>Enter the desired information into the <b>Date of Birth</b> field.</p> 

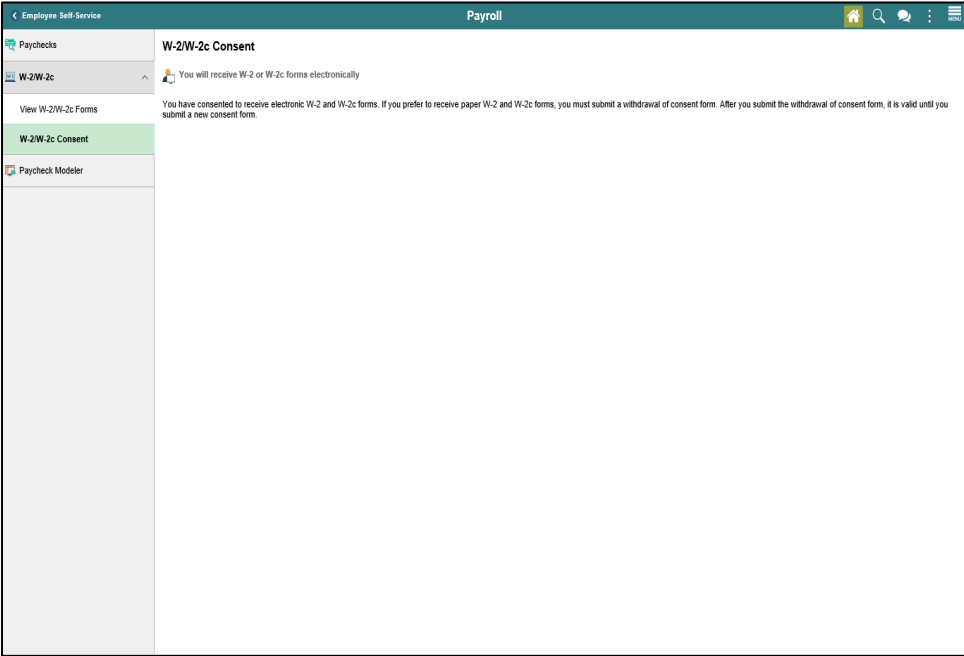
Step	Action
6.	<p>Enter the desired information into the <b>Last 4 digits of SSN</b> field.</p> 
7.	<p>Select the <b>Continue</b> button.</p> 

Step	Action																																								
8.	<p>Select <b>View W2/W2-c Consent</b> pane.</p>  <table border="1" data-bbox="527 457 1273 743"> <thead> <tr> <th>Check Date</th> <th>Company</th> <th>Pay Begin Date / Pay End Date</th> <th>Net Pay</th> <th>Paycheck Number</th> </tr> </thead> <tbody> <tr> <td>11/04/2022</td> <td>Miami Dade County</td> <td>10/17/2022 10/30/2022</td> <td>\$1987.63</td> <td>9396332</td> </tr> <tr> <td>10/21/2022</td> <td>Miami Dade County</td> <td>10/03/2022 10/16/2022</td> <td>\$1987.63</td> <td>9367930</td> </tr> <tr> <td>10/07/2022</td> <td>Miami Dade County</td> <td>09/19/2022 10/02/2022</td> <td>\$1924.40</td> <td>9337928</td> </tr> <tr> <td>09/23/2022</td> <td>Miami Dade County</td> <td>09/05/2022 09/18/2022</td> <td>\$1924.39</td> <td>9306991</td> </tr> <tr> <td>09/09/2022</td> <td>Miami Dade County</td> <td>08/23/2022 09/04/2022</td> <td>\$1924.40</td> <td>9279665</td> </tr> <tr> <td>08/26/2022</td> <td>Miami Dade County</td> <td>08/08/2022 08/21/2022</td> <td>\$2101.62</td> <td>9251441</td> </tr> <tr> <td>08/12/2022</td> <td>Miami Dade County</td> <td>07/25/2022 08/07/2022</td> <td>\$1840.06</td> <td>9221751</td> </tr> </tbody> </table>	Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	11/04/2022	Miami Dade County	10/17/2022 10/30/2022	\$1987.63	9396332	10/21/2022	Miami Dade County	10/03/2022 10/16/2022	\$1987.63	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	9306991	09/09/2022	Miami Dade County	08/23/2022 09/04/2022	\$1924.40	9279665	08/26/2022	Miami Dade County	08/08/2022 08/21/2022	\$2101.62	9251441	08/12/2022	Miami Dade County	07/25/2022 08/07/2022	\$1840.06	9221751
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number																																					
11/04/2022	Miami Dade County	10/17/2022 10/30/2022	\$1987.63	9396332																																					
10/21/2022	Miami Dade County	10/03/2022 10/16/2022	\$1987.63	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	9306991																																					
09/09/2022	Miami Dade County	08/23/2022 09/04/2022	\$1924.40	9279665																																					
08/26/2022	Miami Dade County	08/08/2022 08/21/2022	\$2101.62	9251441																																					
08/12/2022	Miami Dade County	07/25/2022 08/07/2022	\$1840.06	9221751																																					
9.	<p>Select the <b>I consent to receive W-2 or W-2c forms electronically</b> checkbox.</p>  <p><b>W-2/W-2c Consent</b></p> <p>You currently receive W-2 or W-2c paper forms by mail</p> <p>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 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.</p> <p><input checked="" type="checkbox"/> I consent to receive W-2 or W-2c forms electronically</p> <p><input type="button" value="Submit"/></p>																																								

Step	Action
10.	<p>Select the <b>Submit</b> button.</p>  <p>The screenshot shows the 'W-2W-2c Consent' page. A checkbox labeled 'I consent to receive W-2 or W-2c forms electronically' is checked. Below the checkbox, a red box highlights the 'Submit' button.</p>
11.	<p>Enter the desired information into the <b>Date of Birth</b> field.</p>  <p>The screenshot shows the 'W-2W-2c Consent' page with a 'Verify Identity' modal open. The modal contains fields for 'User ID' (E326326), 'Date of Birth' (highlighted with a red box), and 'Last 4 digits of SSN'. 'Cancel' and 'Continue' buttons are at the bottom.</p>

Step	Action
12.	<p>Enter the desired information into the <b>Last 4 digits of SSN</b> field.</p>  <p>The screenshot shows the 'W-2/W-2c Consent' page in the 'Employee Self-Service' portal. A 'Verify Identity' modal is displayed, asking for the last 4 digits of the SSN and the date of birth. The 'Last 4 digits of SSN' field is currently empty and highlighted with a red box. The 'Date of Birth' is set to 07/07/1988. The 'User ID' is E328326. There are 'Cancel' and 'Continue' buttons at the bottom of the modal.</p>
13.	<p>Select the <b>Continue</b> button.</p>  <p>The screenshot shows the same 'W-2/W-2c Consent' page. The 'Verify Identity' modal is still present, but now the 'Last 4 digits of SSN' field contains the value '3283'. The 'Continue' button at the bottom of the modal is highlighted with a red box.</p>



Step	Action
	 <p>The screenshot shows the 'Employee Self-Service' interface for 'Payroll'. The left sidebar contains navigation options: 'Paychecks', 'W-2/W-2c', 'View W-2/W-2c Forms', 'W-2/W-2c Consent', and 'Paycheck Modler'. The main content area is titled 'W-2/W-2c Consent' and includes the following text: 'You will receive W-2 or W-2c forms electronically' and '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 until you submit a new consent form.'</p>