

W-2 Consent Quick Guide

Consent to receive W-2 electronically

- Gemini for Departments > Self Service > Payroll and Compensation > W-2/W-2c Consent
- If you didn't sign up for W-2 electronically, you W-2 will be mailed to your address.
 - Gemini for Departments > Self Service > Personal Details > Addresses

The screenshot shows the 'Self Service' portal with a sidebar menu on the left. The 'W-2/W-2c Consent' option is highlighted with a red box. The main content area is titled 'W-2/W-2c Consent Form'. It states: 'You currently receive W-2 or W-2c forms electronically'. Below this, it says: 'Please check the box below to indicate your withdrawal of consent'. There is a checkbox labeled 'I withdraw my consent to receive W-2 or W-2c forms electronically'. A 'Submit' button is located at the bottom right of the form.

The screenshot shows the 'Self Service' portal with a sidebar menu on the left. The 'Addresses' option is highlighted. The main content area is titled 'Personal Details' and 'Addresses'. It shows two address entries: 'Home Address' and 'Mailing Address'. Both are marked as 'Current'. The address fields are redacted with grey boxes.