



ELECTRONIC W-2 NOTICE AND CONSENT FORM

Beginning with the 2013 W-2 forms, *instead of paper copies*, Integrity Outsource employees may choose to receive their W-2 online through the Integrity Outsource HRP system. Please read this entire Notice and provide your consent to receive all future W-2 statements in electronic format only.

Benefits of Receiving Form W-2 Electronically:

- Earlier access to the Form W-2.
- No possibility an employee's Form W-2 might be lost, stolen, delayed or misplaced by the US mail service or by the employee, once received.
- Access is available at the same easy-to-use, secure web site at which an employee can access his/her wage and general account information.
- Access can be attained even if the employee is not presently at his/her residence.
- Multiple levels of security, including the employee's ID number and personally chosen password, protect all information within the Integrity Outsource HRP system.

Disclosure Notice

An employee who consents to receiving his/her Form W-2 online will not receive a paper copy of the W-2. This consent will be deemed valid for all subsequent tax years unless consent is revoked by the employee.

- YES (I consent to receive my W-2 by electronic means only, through my EE login)
- NO (I wish to receive a paper W-2 via USPS) please provide W-2 mailing address below.

Client Name: _____

Employee Name: _____

Social Security Number: _____

Signature: _____

Date: _____