

Electronic W-2 and 1095-C Consent Form

IRS regulations state that AJUSD #43 needs your permission to provide your W-2 form electronically in lieu of a paper copy. Please read the entire notice and complete your selection below to provide your consent to receive all future W-2s and 1095-Cs via electronic format only.

AJUSD #43 is required by the Internal Revenue Service (IRS) to furnish all employees with a Form W-2 Wage and Tax Statement for each calendar year. This form is used to complete the employee's annual tax returns. The Form W-2 may be required to be printed and attached to your Federal, State and local income tax returns. The Form W-2 Tax Statement details the employee's wages, tax withholding and other important payroll information.

In addition, AJUSD #43 is required by the Affordable Care Act (ACA) to furnish all full time employees with a Form 1095-C for each calendar year. This form states whether or not the full time employee was offered health insurance and whether the employee enrolled in or declined health insurance coverage. The Form 1095-C does not get filed with the employee's tax returns but should be kept by the employee with their tax return papers.

Benefits of Receiving Form W-2 Electronically:

- 1) Employees may receive their electronic Form W-2 and 1095-C earlier than they would if they received printed copies.
- 2) Employees help the district save money by eliminating printing and mailing costs.

Disclosure Notices:

An employee who consents to receiving his/her Form W-2 and 1095-C forms electronically via the AJUSD pay portal will not receive a paper copy of these forms. If an employee does not consent, he/she will continue to receive a paper copy of the W-2 and 1095-C. This consent does not need to be repeated each year. An employee may withdraw consent at any time. Consent may be revoked for future years by emailing your request to receive paper copies of these forms to the payroll technician.

An employee who chooses to receive his/her Form W-2 and 1095-C electronically will see a PDF copy in the AJUSD secure iVisions pay portal. You will open it by logging in to that portal just like you do for your paycheck information using your same iVisions user name and password. The payroll office is able to assist you if you forgot your user name and/or password. Electronic forms will be available to you in the future even if you leave the district.

I agree to receive my Form W-2 and 1095-C electronically.

I want to receive my Form W-2 and 1095-C via paper form.

Printed Name: _____

Signature: _____

Date: _____