

**Duke University**  
**ELECTRONIC W-2 CONSENT FORM**

By consenting to the "Opt Out" election from receiving a paper W-2 tax document, employees will access their W2 forms by using the Duke@Work portal, the same method used for the pay statements. Inactive and terminated employees will continue to receive paper forms mailed to their home addresses.

Some of the benefits and efficiencies of the online tool include:

- Earlier Distribution Date for Electronic W-2 Forms. (Dates for official distribution will be communicated in January.)
- Email notification when the online form is available.
- Electronic W-2 Forms are available online 24 hours per day, 7 days per week.
- Online messages will be generated for employees who did not have earnings for the calendar year or who are not eligible for a W-2 form.
- Enhanced security since the online form is accessed using the net ID and password in the Duke@Work Portal.

As a result of having access to an online W2, the process for obtaining duplicate W-2 forms will be handled by directly accessing the Duke@Work portal. All active employees can take advantage of this feature and print duplicate copies at their discretion. The form will be available online for multiple years. Copies of tax documents for calendar years prior to 2011 will not be available online; however, they may be requested by completing the form on the <http://finance.duke.edu/payroll/tax/employee.php> website and submitting to Corporate Payroll Services.

Disclosures:

- By consenting to stop paper W2 distribution and receive your form electronically, your consent will be effective until you change your election through the Duke@Work portal or upon your termination.
- You may withdraw your consent at any time by making the electronic selection to receive a paper W-2 through the Duke@Work portal.
- Requests for duplicating W-2 forms will only be processed for terminated employees.
- Internet access to the Duke@Work portal and a printer is required to print a copy of your W2.
- If consent is not provided, a paper W2 will be issued.
- Employee contact information can be updated by contacting your department, using the Duke@Work portal, or by submitting a signed paper Terminated Employee/Student Address Change Form, located at the Duke Corporate Payroll Services website.

Consent may be provided immediately by accessing the Duke@Work portal.

I hereby provide my consent to opt out of receiving a paper W-2 and give authorization to change my election to receive electronic W2 statements.

Name \_\_\_\_\_ Duke Unique ID \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed form to Corporate Payroll Services, 705 Broad St, Box 90484, Room 101, Durham, NC 27708