

All Employees:

New this year is the ability for you to receive your W-2 electronically in the Ceridian employee portal. This new feature allows you to access (print and save) your W-2 anywhere at your convenience. You will no longer need to call Payroll to get copies, as your W-2 will remain available to you! Once the W-2s are completed, they will be posted in Ceridian, and the electronic version will be immediately available to all employees to print. You can also wait and receive a paper copy once Ceridian prints and mails all W-2s to the Town. The paper copy could take an extra week due to mailing. The paper copies will be provided to Time Keepers for distribution.

You can decide not to receive a mailed copy. Everyone who has access to the electronic version is encouraged to **opt out of the mailed** copy in support of the Town's strategic goal to utilize technology and save on mailing costs.

To opt out of a mailed copy follow these steps:

1. Log into Ceridian as an Employee
2. Go to "Profile & Settings" Menu option
3. Go to the "Profile" Tab
4. Go to the "Year End Form Delivery" and Click the "Edit Button".



5. The below pop-up box will appear. Check the W-2 box then approve. This will be your consent to receive only the electronic copy.

Year End Form Delivery

Consent to deliver your Year End Tax Statement electronically without receiving a paper statement

To comply with specific Government regulations to provide electronic Year End Tax Statements, employees must provide their consent to receive electronic statements in lieu of a paper copy.

Any employee who does not consent to receive his/her Year End Tax Statement(s) electronic-only will continue to receive a paper copy of the Year End Tax Statement(s). Employees will continue to have electronic access through Employee Self-Service.

Please read this entire notice and follow the instructions below.

Employees who wish to receive their Year End Tax Statements electronically-only must:

1. Select each Tax Form from the list below.
2. Click on Approve to consent to stop receiving paper Year End Tax Statements for the selected tax form(s).

- Consent will become effective immediately and for all subsequent tax years. - Consent will apply to any Corrected Tax Statements as well. - Consent will apply to every Legal Entity for the selected tax form(s). - Consent will cease to apply when you are no longer an employee and do not receive paper tax statements.

You will receive an acknowledgement of your consent that contains the required disclosure information, as well as instructions on how to withdraw your consent for Year End Tax Statements electronically instead of a paper copy.

W-2 W-2 Virgin Islands W-2 Guam 1099-M 1099-R 1095-C

W-2s are required to be delivered by January 31st. You will be notified once they are available in Ceridian.

If you have any questions, Please call Sue Messina at X3219.

Thank you.

Payroll Team

