Consent to Receive W-2 Electronically

**BENEFITS**

- **Quick and Convenient**: avoid delays that can occur with traditional postal delivery
- **Secure**: reduce the risk of lost, stolen, or misplaced W-2s
- **Environmentally Friendly**: help Western’s goal toward sustainability
- **Reliable**: access your W-2 on Web4U whenever it is needed throughout the year

By consenting to receive your W-2 electronically, you agree to log on to Web4U to access and print your W-2 form online. The form will be available no later than January 31st of each year. You may be required to print and attach your W-2 form to a Federal, State or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you. You may revoke consent and receive a paper form by accessing Web4U and unchecking the box acknowledging your consent, or providing written notification to Payroll Services.

If you choose to receive your W-2 electronically, you will access Web4U to print your W-2 information each year. There will be no printed W-2 mailed to you.

Maintaining up to date contact information is the responsibility of the employee by updating Web4u.

**I UNDERSTAND THE INSTRUCTIONS PROVIDED TO ME FOR ACCESSING AND PRINTING MY ELECTRONIC W-2 FORM.**

<table>
<thead>
<tr>
<th>W#:</th>
<th>Name (Printed):</th>
</tr>
</thead>
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| Signature: | Date: |

**NOTE**: If consent is not provided, W-2 forms will be sent via U.S. mail to your W-2 mailing address no later than January 31st.