

Online W-2 Information

Athens State University is required by federal law to provide each employee with a Form W-2 (Wage and Tax Statement) that states the employee's compensation and tax withholding amounts for the calendar year, on or before January 31st of the following year. University employees may choose to access their W-2 statement electronically through [Athens State Online](#) (preferred) or receive a paper copy mailed to the home address on file. Federal regulations require that employees give their consent to receive the W-2 in an electronic format. This notice contains the required IRS Disclosure Statement and Instructions for you to consent to accessing your W-2 electronically instead of receiving a paper copy.

Disclosure Statement

- **Consent Generally:** If an employee does not consent to receive an electronic version of the W-2 form, he or she will continue to be furnished a paper W-2 form. (The "default" position is for employees to receive paper W-2 forms via U.S. mail)
- **Scope and Duration of Consent:** An employee's consent to receive a W-2 form in electronic format is effective only for all future tax years until consent is withdrawn. University Payroll will notify employees each year when the W-2 Forms are available for access online.
- **Procedure for Obtaining Paper W-2s After Consent Given:** After giving consent, an employee may still request a paper Form W-2 by contacting the Payroll Office in writing (either by email to Payroll@athens.edu or by U.S. mail to **Athens State University, Payroll Office, 300 North Beaty Street, Athens, AL 35611.**) The request for a paper Form W-2 will not terminate consent to receive W-2 Forms electronically in the future.
- **Withdrawal of Consent:** An employee may withdraw his or her consent at any time. Consent withdrawn by employees is effective for those W-2s not yet issued only, and does not apply to previously issued Forms W-2. To withdraw your consent, you may change your selection in [Athens State Online](#) (by unchecking the consent box and submit) to receive a paper copy or send a request to Payroll@athens.edu.
- **Terminated Employees:** If your employment with Athens State University is terminated, a paper copy of your W-2 form will be mailed to your last home address on file.
- **Updating Information:** It is an employee's responsibility to notify the University Payroll Office of any changes to contact information such as name or address changes. It is the University Payroll Office's responsibility to notify employees of changes to the University's contact information.

Instructions to Consent to Receive Your Form W-2 in Electronic Format

1. Click on the "[Athens State Online](#)" button on the ASU home page
2. Log in using your Employee ID and your PIN
3. Click on "Employee" tab
4. Choose "Tax Forms"

5. Choose "Electronic W-2 Consent"
6. Click the box beside "Consent to receive W-2 electronically"
7. Click "Submit"

You should receive a "Consent Granted Confirmation" email from payroll@athens.edu.

Instructions to Access Your Form W-2 in Electronic Format

1. Click on the "[Athens State Online](#)" button on the ASU home page
2. Log in using your Employee ID and your PIN
3. Click on "Employee" tab
4. Choose "Tax Forms"
5. Choose "W-2 Wage and Tax Statement"
6. Choose "Tax Year" from drop-down list
7. Click "Display" button
8. To display in printable format, click the "printable W-2" button near the bottom of the page