



Consent for Electronic Form W-2's

Secure, Convenient and Green: Please print only what you need, when you need it.

In support of STC's commitment to the environment and "Go Green" initiative, the Business Office Payroll Department, the Office of Human Resources, and the Technology Resources Department have implemented a process that will save valuable resources and provide an IRS approved process to access W-2 information at your convenience via JagNet.

Beginning in 2013, *instead* of paper copies, South Texas College employees may choose to receive their Form W-2's electronically through the JagNet system. The deadline to submit your consent for electronic Form W-2 is October 15, 2012.

Please read this entire Notice and provide your consent to receive all future Form W-2's only in electronic format instead of receiving a paper form in the mail.

Benefits of Receiving Form W-2 Electronically

- Earlier access to the Form W-2.
- Eliminates the possibility of an employee's Form W-2 getting lost, stolen, delayed or misplaced by the US mail service or by the employee, once received.
- Access is available at the same easy-to-use, secure website at which an employee can access his/her pay information and leave balances.
- Access can be attained even if the employee is out of town or traveling.
- The format of the online W-2 allows an employee to quickly and easily download and print on standard printer paper and attach to tax forms.
- Multiple levels of high security protect all information within the JagNet System.
- Employees are contributing to cost savings (forms, printing, and postage expense).

Disclosure Notices

- For 2013, an employee who consents to receive his/her Form W-2 online (2012) will not receive a paper copy of the W-2. Please see instructions below on providing consent to receive electronic Form W-2's.
- This consent will only cover the current Form W-2 for which consent is given and any future Form W-2's, unless consent is revoked. Please note that you will be given access to view prior year W-2's previously mailed.

- An employee who chooses to receive his/her Form W-2 online can also receive a paper copy of the Form W-2 by contacting the Payroll Office:

Vanessa Sifuentes, Payroll Accountant
vsifuentes@southtexascollege.edu
 (956) 872-4674

or

Lidia Romo, Payroll Accounting Specialist
romol@southtexascollege.edu
 (956) 872-4604

South Texas College
 Business Office
 Attn: Payroll Dept.
 P.O. Box 9701
 McAllen, TX 78502-9701
 (956) 872-4646

Employees will be notified if any contact information changes.

- Request for a paper copy does not withdraw the employee's consent for electronic delivery of future Form W-2's.
- An employee may revoke his/her consent to receive their Form W-2's electronically at any time and will be in effect on the date received for only future Form W-2's not yet issued. The exception will be in the month of January when current Form W-2's are being processed. Consents revoked after December 31st will be in effect for the next calendar year Form W-2's. Please submit your request to revoke consent prior to January 1st, if necessary. A confirmation email will be sent to the employee regarding the withdrawal of consent. Please see the instructions below on revoking consent to receive electronic Form W-2's.
- Separation with STC will not cease access to JagNet and electronic Form W-2's unless you do not access JagNet after one year. Please contact STC Help Desk at (956) 872-2111 with questions regarding your JagNet account. Any consent for electronic Form W-2's will be revoked upon separation with STC and you will receive a paper Form W-2 in the mail.
- An employee must notify the Office of Human Resources for updating his or her contact information.
- All employees should be aware that the Form W-2, even when provided electronically, must be attached to their annual tax return. The employee should print the electronic Form W-2 and attach it to his/her tax return documents.
- Employees will be notified if changes are made to the software required to access Form W-2's.
- If an employee chooses not to consent to receiving their Form W-2's electronically, he/she will receive them via US Postal Service.

Instructions to provide consent to receive the Form W-2 electronically in lieu of paper format:

- Go to www.southtexascollege.edu
- Click on Link to JagNet
- Login by entering Username and Password
- Click on Employee Tab
- Click on Employee Services
- Click on Tax Forms
- Choose Electronic W-2 Consent

- Read the statement
- Check the box next to **Consent to receive W-2 electronically**
 - **If employee is choosing to rescind his/her approval, uncheck the same box.**
- Select the **Submit** Button

Instructions to Access Your Form W-2:

- Go to www.southtexascollege.edu
- Click on Link to JagNet
- Login by entering Username and Password
- Click on Employee Tab
- Click on Employee Services
- Click on Tax Forms
- Choose W-2 Wage and Tax Statement
- Then select the Tax Year for the corresponding W-2.

Instructions to revoke consent on receiving your Form W-2 electronically:

- Go to www.southtexascollege.edu
- Click on Link to JagNet
- Login by entering Username and Password
- Click on Employee Tab
- Click on Employee Services
- Click on Tax Forms
- Click on Electronic W-2 Consent
- Uncheck the **My Choice** box on **Consent to receive W-2 electronically**
- Select the **Submit** Button

Thank you for helping STC's Business Office with the go green initiative.