

Town of Glastonbury

Form W-2 Consent for E-Mail Delivery

Return completed form to:

Town of Glastonbury - Payroll
E-mail: diane.huffstetler@glastonbury-ct.gov

- Consent to receive Form W-2 as an attachment to an e-mail
- Opt out or Change of Consent – “I no longer wish to receive my W-2 via e-mail”

PLEASE PRINT CLEARLY

Employee Name: _____ Employee ID # _____
(left corner of your Direct Deposit Advice)

Department: _____

Your W-2 will be sent to your Primary E-Mail Address as listed in your Employee Master record. Your Payroll Direct Deposit Advice uses this same address for e-mail delivery. This is your primary e-mail address. You can change this on the Employee Self Service website at any time.

Email Address-Primary _____

Password: The last four digits of your SSN is the password to open the attachment

Note: This W-2 form will be a Portable Document Format (PDF) that requires Adobe Acrobat Reader. If you do not already have it installed, you may download a copy free from the following address, <http://www.adobe.com/products/acrobat/readstep2.html>

IMPORTANT DISCLOSURE INFORMATION

- If this form is not signed and returned to the payroll department for consent to receive a W-2 via e-mail, the employee will receive a paper Form W-2
- The only requirement to open the PDF attachment will be a copy of Adobe Acrobat Reader. Your e-mail service provider must accept password protected attachments.
- This consent will remain in effect until the employee signs another form and checks the “Change of Consent” box that will release Town of Glastonbury payroll to return to sending the employee their Form W-2 as a printed copy. This change of consent will only apply to future Form W-2 forms and does not apply to any issued Forms W-2
- At any time, an employee may request an official printed Form W-2 from the Town of Glastonbury payroll department located in the Accounting Department. That request will not change the consent to receive future Form W-2 forms electronically by e-mail.
- This consent remains in effect after a person is no longer an employee of The Town of Glastonbury. All former employees of the Town of Glastonbury have the ability to update their e-mail information using the Employee Self Service (ESS) web site. All former employees remain active on the ESS website to be able to view pay history, W-2s and leave history.
<http://mss.glastonbury-ct.gov/mss>

Signature _____ Date _____

For office use: Received by: _____ Date Received _____