



## ELECTRONIC W-2 FORM CONSENT

To consent to receive your W-2 electronically go to WebSMART (<https://websmart.smccd.edu>). Once you are on WebSMART, select the employee menu tab, then the tax forms link, then the tax consent link and check the box to accept electronic consent. You also have the option to complete this form and submit to the Office of Human Resources or Payroll Office.

By consenting to receive your W-2 form electronically, you agree to go on WebSMART between January 31 and October 15 of the appropriate year to print your W-2 form online. You may be required to print and attach your W-2 form to your Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon your termination of District service, or the termination of this service in a future given tax year.

You may revoke your consent at any time and receive a paper form W-2 by accessing WebSMART and un-checking the box. You can also complete this form and submit to the Office of Human Resources or Payroll Office.

A paper copy of your W-2 form may be obtained by contacting the Office of Human Resources or Payroll Office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Office of Human Resources or Payroll Office.

### Selection Criteria

Consent to receive W-2 form electronically:

Cancel consent of electronic received W-2 form:

**I understand the instructions provided to me for accessing and printing my electronic W-2 form.**

Print Name: \_\_\_\_\_

G#: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_