



your wealth

# sign up for electronic delivery of your W-2 wage and tax statement

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## enroll now through december 31 to receive your form W-2 online

If you are an active U.S.-payroll employee with access to [My HR - Employee Services](#), you have the option to receive your Form W-2 Wage and Tax Statement online. Electing to receive your statement electronically instead of a paper copy through U.S. mail provides you with a secure method of delivery, enhances the security of your sensitive personal data, and eliminates the risk that your statement could get lost, stolen or delayed.

## how to receive your W-2 electronically

If you haven't already signed up for electronic delivery and would like to receive your 2018 Form W-2 online, you will need to consent by making a positive election by December 31, 2018. Go to the [US HR website](#) and choose **Pay & Compensation**. Then, select [Form W-2 Online Disclosure](#) and follow the instructions to provide your consent. By consenting to receive your Form W-2 electronically, you will no longer receive a paper copy by U.S. mail, and will be able to access your 2018 Form W-2 online as soon as it is available in early January.

## you don't have to sign up every year

If you have previously elected to receive your W-2 statement electronically, you do not need to enroll again. Your election will remain in effect unless you make changes, become inactive or terminate employment. If you don't elect to receive your Form W-2 online, a paper copy will be mailed to your address on file; you will not be able to access it online.