

Coming Soon – Business Office Offering Electronic W-2's!

Election of W-2 Delivery Options – Electronic or Paper

Wilmette District 39 is required by the Internal Revenue Service (IRS) to furnish all employees a Form W-2 Wage and Tax Statement each calendar year, in January, to be used in completing the employee's annual tax returns. The Form W-2 Tax Statement details the employee's wages, tax withholding and other important payroll information for the calendar year. **New this year, Wilmette District 39 employees can receive Form W-2 Wage and Tax Statements electronically, in lieu of waiting to receive your paper copy. You would access the form online through Skyward in the same way semi-monthly pay stubs are accessed.**

Benefits of the electronic Form W-2 Wage and Tax Statement

- Earlier access to the Form W-2 than paper copies.
- No possibility for a lost, stolen, delayed or misplaced Form W-2.
- The Form W-2 is accessed via Skyward securely using the employee's District 39 credentials. (User name and Password)
- Worldwide access from any internet connection.
- Employee has the option to print multiple copies at their convenience.
- Once consent is given, it remains in force. No annual renewal is required
- Employee Form W-2 will be available on Skyward for at least 5 years after its posting date.

Consent

The IRS has approved the distribution of Form W-2 in electronic form in lieu of paper. Employee consent is required in order to initiate this request. Please read the entirety of this notice and log in to your Skyward account to provide your consent to receive all future W-2 Wage and Tax Statements in electronic format or elect to continue receiving a paper version.

Disclosures

An employee's consent is valid for all subsequent tax years unless revoked by the employee, termination of the employee, or the electronic delivery method is no longer supported.

When the Form W-2 is posted to the Skyward account, an employee will receive notification via his/her District 39 email address with the subject line "IMPORTANT TAX RETURN DOCUMENT AVAILABLE." The employee can access the form from any computer with internet access. If consent is not provided, the employee will continue to receive a paper Form W-2. *If you elect to receive a paper copy, you will not be able to print your W-2 from Skyward.*

An employee who chooses to receive his/her Form W-2 online can change his/her mind and withdraw consent to online delivery by returning the Online Consent Form and choosing the "No" option. An employee's withdrawal of consent will be effective on the date received. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued.

If you still want to request a paper copy of the W-2, please contact Nancy Schlessinger in Payroll at x6023 or schlessn@wilmette39.org. Request for a paper copy does not withdraw the employee's consent for electronic delivery of future W-2 statements.

The employee may continue to make any personal contact information changes (i.e. address and name changes) by contacting Ann Harang in Human Resources at haranga@wilmette39.org.

If you have any other questions or issues, please contact Nancy Schlessinger in Payroll at schlessn@wilmette39.org. You will be notified promptly of any changes made to the way you contact Payroll or access your W-2s.

To select delivery method of Form W-2, log into Skyward using the link below and follow directions.

<https://skyward.wilmette39.org/scripts/wsisa.dll/WService=wsFin/seplog01.w>

