W2 Mailing OPT Out

Payroll Listserv <PAYROLL-L@LISTS.UPENN.EDU> on behalf of
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To: PAYROLL-L@LISTS.UPENN.EDU <PAYROLL-L@LISTS.UPENN.EDU>;

The following correspondence is being sent on behalf of the Tax & International Operations Department in the Office of the Comptroller:

Please share this information with all faculty, staff, and students receiving payment from the Personnel/Payroll system.

Each year the Tax Office receives thousands of W-2s returned as undeliverable by the Post Office. But, did you know that individuals can elect not to have their W-2 printed and mailed to them?

ADP, our W-2 provider, offers individuals the option to suppress the printing of your W-2 and allows you to securely view and print your W-2 from your personal computer. By going paperless, you avoid delays or errors in receiving your W-2 caused by mailing.

Follow these instructions to log-in to ADP W-2 services:
1. Click on "My Tax Info" in the "My Pay" section at U@Penn.
2. Login with your Pennkey and Password.
3. Enter your birthdate and last for digits of your SSN and click "Continue".
4. Click "Continue" on the next screen.
5. Click on the link that says "Click here for W-2 information for tax years 2015 and later". This will take you to the ADP site.
6. The first page will be the ADP Dashboard.
7. Hover over your name in the upper right hand corner and select "Settings".
8. Under 'Contact Preferences', make sure your email address is correct in the box. If not, click 'Edit' to add or update.
9. Next under 'Go Paperless', click the slider to agree to 'Receive paperless statements' and to be 'Notified by Email'. This will open a new window, where you must check the box to 'Receive Paperless Annual Tax Statements' and click on 'I agree'.

Remember to close ___ALL___ browser windows when you have finished making your updates to protect your personal information.

You have until **December 31, 2018** to select this option for your 2018 W-2. Once you opt out of having your W-2 mailed, you will continue to receive them electronically each year until you elect to receive a paper W-2 once more.

As a reminder, W-2 forms for tax year 2012 and prior will remain on the U@Penn portal under "My Tax Info". Tax forms for the current and prior two years are available on the ADP site.

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