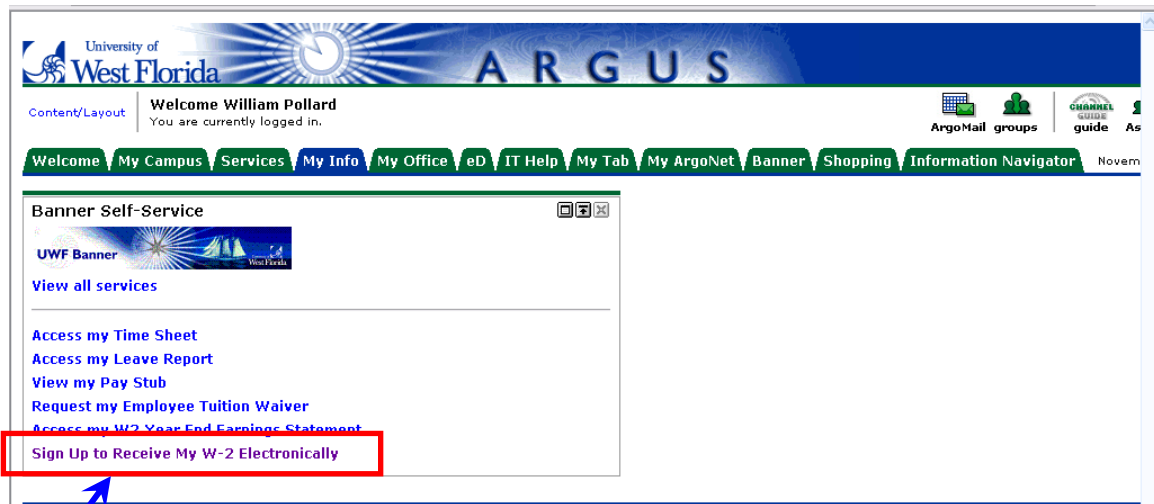


## How do I sign up to receive my W-2 Electronically?

1. Login to ARGUS with your username and password



2. Click on the My Info tab



3. Click on "Sign Up to Receive My W-2 Electronically"

**ARGUS** University of West Florida

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## Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, **you acknowledge that the university will not be mailing a paper copy of your W-2**, and you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Payroll office by December 31.

If necessary, a paper copy of your W-2 may be obtained by contacting the Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

**Selection Criteria**

My Choice

Consent to receive W-2 electronically:

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

4. Read the Electronic W-2 Consent information and then Click on the box next to “Consent to receive W-2 electronically”
5. Click on the Submit button. You only need to click the Submit button one time. Soon after clicking the Submit button you should receive an email confirming your consent to receive your W-2 electronically.
6. If you have any questions please contact Nancy Wilson at ext. 3051.