



W-2 and 1095 Consent for E-Mail Delivery

- ☐ Consent to receive Form W-2 and 1095 as via e-mail
- ☐ Change of Consent- I do not wish to receive my W-2 and 1095 via e-mail

PLEASE PRINT CLEARLY

Employee Name: _____ Last four digits of SSN: _____

Your W-2 and 195 will be sent to your Primary E-Mail Address as listed in your Employee Master record. If you have your check direct deposited, your Payroll Advice uses this same address for e-mail delivery. You can change this on the Employee Self Service website at any time.

The W-2 AND 1095 document are password protected. To open the attachment you will need to enter the last four digits of your SSN.

Note: The W-2 AND 1095 forms will be a Portable Document Format (PDF) that requires Adobe Acrobat Reader. If you do not already have it installed, you may download a copy free from the following address,
<http://www.adobe.com/products/acrobat/readstep2.html>.

IMPORTANT DISCLOSURE INFORMATION

- If this form is not signed and returned to the payroll department for consent to receive a W-2 AND 1095 via e-mail, the employee will receive a paper Form W-2 AND 1095.
- The only requirement to open the PDF attachment will be a copy of Adobe Acrobat Reader. Your e-mail service provider must accept password protected attachments.
- This consent will remain in effect until the employee signs another form and checks the "Change of Consent" box that will release the Town of Holliston to return to sending the employee their Form W-2 and 1095 as a printed copy. This change of consent will only apply to future Form W-2 and 1095 forms and does not apply to the previously issued Forms W-2 and 1095.
- At any time, an employee may request an official printed Form W-2 from the Town of Holliston. That request will not change the consent to receive future Form W2 forms electronically by e-mail.
- This consent remains in effect after a person is no longer an employee of the Town of Holliston. All former employees of the Town of Holliston have the ability to update their e-mail information using the Employee Self Service (ESS) web site. All former employees remain active on the ESS website to be able to view pay history, W-2s and 1095and leave history. .

Return completed form to: Email: treasurer@holliston.k12.ma.us
Interoffice Mail: Treasurer-W2

Signature: _____ Date: _____
(By typing your name you are agreeing to the information on this form.)

Received by: _____ Date Updated in MUNIS _____