



## W-2 Consent for E-Mail Delivery

- ☐ Consent to receive Form W-2 as an attachment to an e-mail
- ☐ Change of Consent – I no longer wish to receive my W-2 via e-mail

### PLEASE PRINT CLEARLY

Employee Name: \_\_\_\_\_ Last four digits of SSN: \_\_\_\_\_

Your W-2 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 document is password protected. To open the attachment you will need to enter the last four digits of your SSN.

Note: The W-2 form 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 via e-mail, the employee will receive a paper Form W-2.
- 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 as a printed copy. This change of consent will only apply to future Form W-2 forms and does not apply to the previously issued Forms W-2.
- 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 leave history. .

### Return completed form to:

Town Treasurer – W2  
Town of Holliston  
PO Box 6737  
Holliston, MA 01746  
Email: [treasurer@holliston.k12.ma.us](mailto:treasurer@holliston.k12.ma.us)  
Interoffice Mail: Treasurer-W2

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

For office use only:

Received by: \_\_\_\_\_ Date Updated in MUNIS \_\_\_\_\_