

Providing Electronic Consent for Your W2s

Last Modified on 03/14/2022 9:52 pm EDT

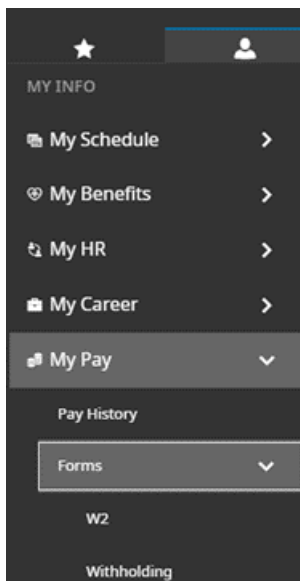
These instructions guide you in providing your electronic consent so that you can download your W2 forms from Wurk. Examples are shown for the desktop application of Wurk. System behavior on the mobile application is very similar, so this guide can be used for either.

START HERE

1. Start by navigating to your hamburger menu on the left side of your screen



2. Open the hamburger menu and select **My Info>My Pay>Forms>W2**.



3. The My Payroll Forms screen appears where the **ELECTRONIC CONSENT** button can be selected.



4. Once the Electronic Consent button has been selected the below pop-up will appear, select Receive Form W2 Electronically, and then hit save.

Electronic Consent ✕

i By checking the box, you consent to electronic delivery of your W2 tax documents. Such electronic delivery will be delivered through your employee login, provided to you by your human resource manager or direct manager. If you do not consent, a paper W2 will be provided.

Receive Form W2 Electronically

5. You will need to provide your password and select save.

Electronic Consent Confirm ✕

i Please type your (Charity Dominic) password to confirm.

Password *

.....

6. You have now Opted to Receive your W2 electronically.

Completed

System was updated to indicate that you want to receive Form W2/1099 electronically.