## **Enrolling for Electric Delivery of Your W-2 Form (Web)**

The W-2 form reports wages, tips, and other compensation paid to an employee, as well as the employee's income tax, Social Security taxes withheld, and earned income credit (EIC) payments. This document offers step-by-step instructions for employees on how to enroll in electronic delivery of their W-2 statements on the UKG Pro website. By following these instructions, employees can opt to receive their W-2s electronically, ensuring faster and more secure access to this important tax document.

## **Instructions**

## Navigate to W-2

Upon logging in to UKG Pro, the UKG Dashboard will appear.

- 1. Navigate to **Menu** on the left side of the UKG dashboard.
- 2. From the menu, select Myself.
- 3. Select Pay > W-2.

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Enroll in Wage and Tax Statement (W2) Form electronically

- 1. Select Change W-2 Consent Form under the Things I Can Do section.
- 2. Select Go Paperless! I consent to receive my Form W-2 electronically.
- 3. Click on Save.

Form W-2 Wage and Tax Statement Consent	B ⊗ = ⑦ > save cancel print help	Things I Can Do
<ol> <li>Information         <ul> <li>Per your election, your employer is providing you with a paper copy of your U.S. Form W-2 which you can file with your Federal, state or local tax returns.</li> <li>If you do not consent to receive your Forms W-2 electronically you will receive a paper form W-2. Consent applies to all Forms W-2 and W-2 clssued after consent is given and will remain u changing your election. To obtain a paper copy you may change your election at any time; however changes will not take effect for forms already issued. You can withdraw consent to onlin the selection on this paper and clicking the seve button.</li> <li>The provision of an employees Form W-2 by electronic format may or may not cease upon cessation of individual's employment. Contact your employer of details.</li> </ul> </li> </ol>	intil consent is withdrawn by ie delivery at any time by changing	For This Tab Set Add Direct Decosit Change Pay-Statement Preference Add/Change Withholding Form (W-4) Change W-2 Consent Form
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