

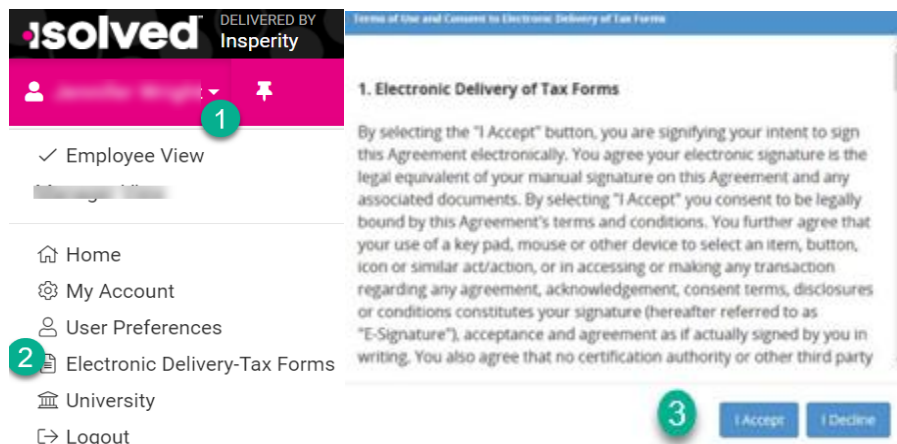
## W-2 Information

### Electronic W-2 Forms

As communicated earlier this year, W-2 electronic forms delivery has been enabled for your employees to either accept or decline. The option to consent to electronic forms delivery **after the employee has initially declined** can be reinitiated in isolated through Employee Self Service, by the employee, on the User Option menu.

The employee can simply click the 'down arrow' on the User Options Menu next to their name (1), then click Electronic Delivery–Tax Forms (2), the Terms of Use and Consent to Electronic Delivery of Year-end Tax Forms will display and the employee can accept or decline (3).

If the employee 'accepts', they will no longer receive a printed copy of their W-2 and will be able to access their 2021 W-2 electronically through Employee Self Service on January 20, 2022.



### Printed W-2 Forms

#### NEW THIS YEAR!

We have heard your requests and Insperity will now have paper W-2s mailed *directly to employees*. If an employee **DID NOT** opt-in to receive an electronic W-2, their original W-2 will be mailed by January 31st to their home address on file in isolated.

**Employees will need to update their home address in isolated no later than Wednesday, December 29th to ensure delivery to the correct address.**

**Note:** This means Insperity will no longer mail all employee W-2s to employers for distribution. There is no need to be in the office to collect the forms and/or spend time and money to redistribute them to employees. However, W-2s **will be returned to the employer** if an employee's address is invalid. In this instance, please correct the address in isolated and contact your HCM payroll specialist for a reprint, if necessary.