

# City of Iowa City

## Form W-2 Consent for E-Mail Delivery

### Return completed form to:

City of Iowa City  
Payroll  
410 E Washington St  
Iowa City, IA 52240  
Telephone: (319) 356-5084 Fax: (319) 887-6215  
E-mail: [samara-hayek@iowa-city.org](mailto:samara-hayek@iowa-city.org)

- ☐ Consent to receive Form W-2 as an attachment to an e-mail ( no printed copy)
- ☐ Consent to receive Form W2 on ESS (no printed copy) printing can be done in ESS
- ☐ Change of Consent – “I no longer wish to receive my W-2 electronically”

### EMAIL DELIVERY ONLY PLEASE PRINT CLEARLY

Employee Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Your W-2 will be sent to your Primary E-Mail Address as listed in your Employee Master record. You can change this on the Employee Self Service website at any time.

Primary E-Mail Address \_\_\_\_\_

Note: This 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 or through ESS, 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 City of Iowa City 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 City of Iowa City payroll department located in Accounting. That request will not change the consent to receive future Form W2 forms electronically by e-mail or ESS.
- This consent remains in effect after a person is no longer an employee of City of Iowa City. All former employees of the city 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.
- City MSS site is available at <https://citymss.iowa-city.org/MSS/default.aspx>

Signature \_\_\_\_\_ Date \_\_\_\_\_

For office use: Received by: \_\_\_\_\_ Date Received \_\_\_\_\_