

Dear FSU Employee,

Each year, as required by the Internal Revenue Service (IRS), Florida State University Payroll Services must process and distribute a Form W-2 Wage and Tax Statement (W-2) to each employee on or before January 31st.

Starting with tax year 2008, Payroll Services is pleased to announce a new program enhancement that will allow both active and terminated employees to view and print their own individual W2 forms.

There are several advantages to receiving an electronic, online W-2:

- Earlier receipt of the W-2 form.
- The electronic W-2 form can never be lost, stolen, delayed or misplaced.
- The W-2 form is accessible from any computer with internet access.

According to IRS regulations, each employee must give consent to receive their W2 form via an electronic format. To take advantage of this new feature, simply follow the few steps to read and accept the employee consent agreement:

- Log onto the FSU website, www.fsu.edu, select the "**OMNI Quick Link**" and enter your *User ID and password*.
- From the Employee Central Portal, select "*W-2/W-2c Consent.*"
- Read the consent agreement.
- Check the consent box and select the SUBMIT icon. Employees will be asked to re-enter their OMNI Password and select the CONTINUE and OK icons.
- Employees will receive an email confirming their consent.

As soon as Payroll Services has the W-2 forms ready for distribution, employees will receive an automated email notifying them of the online availability of the forms. Payroll Services will continue to print and distribute W-2 forms to all employees that do not consent to the electronic format. The paper W-2s will either be distributed to employees' primary departments and/or distributed through the United States Postal Service on or before January 31st. Due to logistics of distribution, paper W-2 forms will not be available as early as the electronic version.

At any time, employees may choose to withdraw their consent by repeating the above listed instructions and their withdrawal will be accepted by the OMNI system. If consent is withdrawn, it will only be effective for any W-2 form not yet issued.

Payroll Services is excited to offer this new, more efficient method of distributing W-2 forms. Today, you can access OMNI and give your consent to receive your electronic W-2 form.

Payroll Services thanks you in advance for enrolling in this new program and helping make it successful.

Sincerely,

Beverly J. Miller, CPP

Associate Controller-Payroll Services