

## Electronic W-2 Available At RSS.RPI.EDU and SIS.RPI.EDU

Rensselaer Polytechnic Institute is required by the IRS to furnish all employees with a Form W-2 by January 31<sup>st</sup> each calendar year to be used in completing the employees' annual tax returns. Historically, all employees have received paper copies of their W-2. The electronic W-2 has been available on the secure self service site for several years now, and contains W-2's back to 1996. Many employees use the electronic W-2 and wish to have the paper W-2 eliminated to protect their personal information.

**Beginning in January 2010 (W-2 for tax year 2009), *instead of paper copies*, Rensselaer employees may choose to receive their W-2 online ONLY, eliminating the paper W-2 printed in the Payroll Office. Please read this entire Notice and provide your consent to receive all future W-2 statements in electronic format only.**

### Benefits of Receiving Your W-2 in Electronic Form Only

There are multiple benefits to receiving an electronic Form W-2 versus a paper W-2:

- Earlier access to the Form W-2.
- Eliminates the possibility your Form W-2 might be lost, stolen, delayed or misplaced by the U.S mail service.
- Access is available at the same easy-to-use, secure web site at which you access your Payroll and HR information today.
- Security on the site (personally chosen PIN number), protects all information within the Employee and Student Self Service system.

### Disclosure Notices

- If you consent to receive your W-2 online only (electronic W-2), you will not receive a paper W-2, if currently employed.
- If you consent and then subsequently are no longer an active employee you will receive a paper W-2 in the mail.
- If at any time you need a paper W-2 and you do not have access to Rensselaer's Self Service system, the Payroll Office will print one for you upon your request.
- If you do not consent, you will continue to receive a paper W-2.

If you choose to receive only an electronic W-2, you can change your mind and withdraw consent at any time. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued. Consent may be withdrawn by signing on to the self service site and removing the consent.

You should be aware that the W-2, even when provided electronically, must be attached to your annual tax return. If the W-2 is only provided electronically, you should print the W-2 and attach it to your tax return documents.

**This is a quick and easy way to protect your personal information!**

### Consent to Receive Your W-2 in Electronic Format Only and Eliminate the Paper Format

If you wish to have your W-2 available only in electronic format and eliminate a paper W-2 being printed and sent to you, follow these quick and simple steps:

- Sign into RSS.RPI.EDU or SIS.RPI.EDU
- Enter your secure ID and Password
- Click on Human Resources/Payroll Menu
- Click on Tax Forms
- Click on Electronic W-2 Consent
- Check the Box "Check To Receive W-2 Electronically"
- Click Submit

### Instructions to Access Your Form W-2

Once you consent to receiving your W-2 electronically, you may access the current year's W-2 as soon as it is released by Payroll, typically by mid January. Follow these quick and simple steps:

- Sign into RSS.RPI.EDU or SIS.RPI.EDU
- Enter your secure ID and Password
- Click on Human Resources/Payroll Menu
- Tax Forms
- W-2 Year End Statements

For any additional questions, please contact payroll at x8696 or Payroll@rpi.edu