• If an employee does not consent to receive an electronic version of Form W-2, he or she will continue to be furnished a Form W-2 on paper. Paper forms will be mailed to the employee’s permanent home address in January.

• An employee’s consent to receive Form W-2 only in electronic format is effective for all future periods until consent is withdrawn or the individual is no longer employed by University of the Pacific. Employees will be notified via Pacific Insider and/or email when Form W-2 is available for access on InsidePacific each January.

• After giving consent, an employee may still request a paper Form W-2 by contacting the Payroll Department in writing. The request for a paper Form W-2 will not terminate consent to receive Forms W-2 issued for all future periods electronically.

• An employee may withdraw his or her consent at anytime by simply unchecking the Electronic W-2 Consent box in InsidePacific. The withdrawal of consent does not apply to a Form W-2 that was furnished electronically before the withdrawal of consent is furnished.

• University of the Pacific will not provide the Form W-2 electronically to an individual who has terminated his or her employment with the university. These individuals will receive paper Forms W-2. Only active university employees will have access to the electronic version of Form W-2. If a former employee requires an additional copy of the Form W-2, he or she may contact the Payroll Department.

• If an employee has consented to receive an electronic version of Form W-2 and has not printed the form prior to termination of employment, he or she should contact the Payroll Department in order to receive a paper copy via U.S. mail.

• It is the responsibility of the employee to notify Human Resource or Payroll of any changes to contact information, such as name or address changes.

• Employees will be notified of any changes to the Payroll Department contact information.

• The Form W-2 may be required to be printed and attached to a Federal, State, or local income tax return.

• The hardware and software requirements needed to access and print the Form W-2 electronically include a computer with an internet connection, web browser (i.e. Internet Explorer, Firefox, Safari), and a printer. Internet Explorer 7 is recommended, however; Internet Explorer 8 is suitable.

• The electronic version of Form W-2 will be available through InsidePacific for at least 3 years from its original posting date.