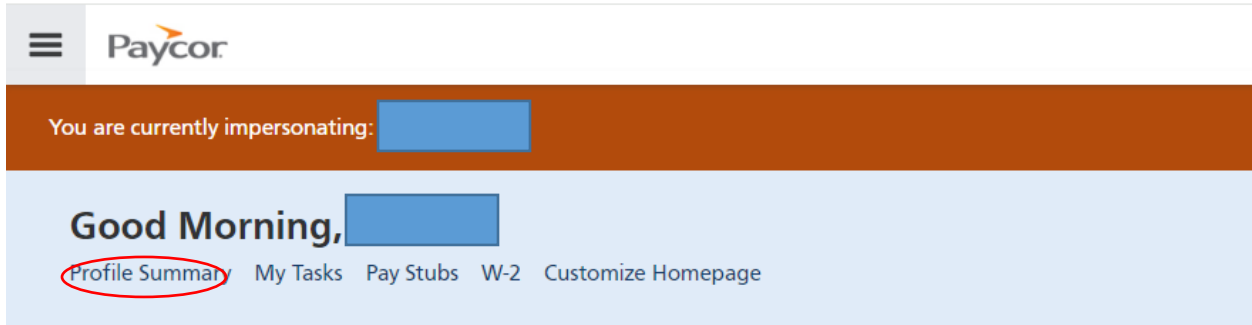


Paycor: Electronic Consent for Tax Forms

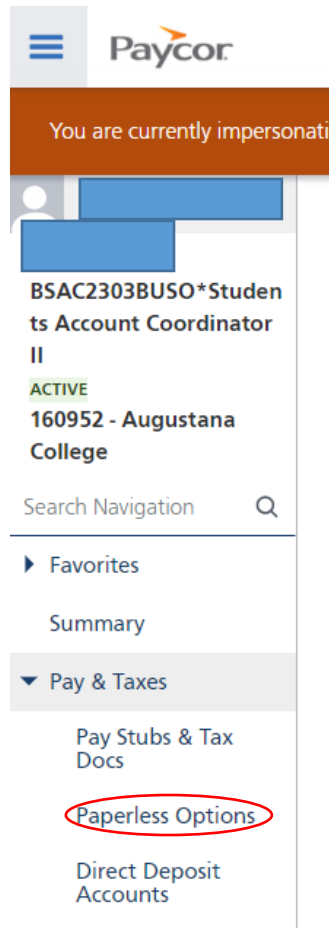
In order to consent to receive your tax forms electronically, follow these steps. This only needs to be completed one time during your employment at Augustana.

Login in Paycor at <https://augustana.edu/paycor> using your Augustana credentials.

Go to **Profile Summary**:



Go to **Pay and Taxes** on the left hand side and select **Paperless Options**



Turn on **Paperless Elections** on the right hand side. For employees you will want to do this for both the W-2s and 1095s

Paperless Options

Enable paperless documents to receive your payroll forms electronically. Remember, enabling paperless options for a document will halt the delivery of paper copies for the associated document.

Cutoff Date for 2024
December 14, 2024
[Learn More](#)

Note: Employees receive Form W-2; independent contractors receive Form 1099. You will not receive both forms for the same employment. Please select the paperless options that best fit your employment classification

Document	Description	Current Year Delivery	Paperless Elections
W-2s	These yearly documents are needed to file your taxes with the IRS.	Paper Copies	<input type="checkbox"/> OFF
1099s	These yearly documents are needed to file your taxes with the IRS.	Paper Copies	<input type="checkbox"/> OFF
1095s	These yearly documents are needed to file your taxes with the IRS.	Paper Copies	<input type="checkbox"/> OFF

Sign & Continue

Consent to Electronic W-2s

Employers must comply with specific IRS regulations to use electronic W-2's and employees must provide their consent to receive an electronic W-2 instead of a paper copy. This notice contains the required IRS disclosure information and instructions for you to consent to receiving your W-2 electronically. If you have any questions regarding this notice or your W-2 Statement, contact the Internal Payroll Department.

Please read this entire notice and, if you wish to receive all future W-2 statements from this company electronically, provide your consent. If you do not provide this consent by December 14th, you will continue to receive a paper copy of your W-2 statement.

If you leave the company, you will receive your W-2 based on your delivery election-paper or paperless-that you made while you still worked here. Former employees will still have access to their Paycor accounts via the mobile app and web browser for 16 months following the end of their employment with us.

An employee who chooses to receive his/her W-2 statement electronically may withdraw consent. The employee's withdrawal of consent will be effective on the date it is received and a confirmation email will be automatically generated. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued.

Employees are also required to inform their company promptly of any personal address or status changes.

If you completed the electronic consent correctly, you will receive an email confirmation.

I consent to receiving my W-2s electronically.

Electronic Signature*

[Sign & Continue](#)