**FAQ about Electronic W-2**

**How will I know when my W-2 is available?**

In January, you will receive an email notification that your W-2 is available online via MyUWF.

**Is the electronic W-2 distribution approved by the Internal Revenue Service?**

Yes

**How many times can I print it?**

As many times as you need

**When will W-2s be available online via MyUWF?**

The payroll office normally prepares W-2s by the middle of January, but no later than January 31.

**If I sign up this year, will I need to sign up next year?**

No, once you consent to receive your W-2 electronically you do not have to do anything the next year.

**What if I want to go back to a paper W-2?**

You can go in the same as you did to sign up and un-check the box. If you elect to opt out of receiving your W-2 electronically, you will receive a confirmation email from payroll@uwf.edu.

**What if I end my employment with UWF?**

When you end employment your W-2 consent is turned off and we will generate a paper W-2 and mail it to the address we have on file. If you wish to still access your W-2 via MyUWF; you may call the ITS Help Desk 474-2075 and identify yourself as a former employee and they will help you get access to your payroll information, you will need to give your consent again and be able to view and print your W-2.

**Are electronic W-2s available to all employees?**

Yes, electronic W-2s are available to students, staff, faculty, adjunct faculty, and temporary employees.

**Benefits of Receiving Form W-2 Electronically**

* You will have access to your W-2 sooner than if you wait for the mailed copy.
* No possibility an employee's Form W-2 might be lost, stolen, delayed or misplaced by the U.S mail service or by the employee, once received.
* Removes the risk of sending your social security number on a paper copy in the mail – a common source of identity theft.
* You can access the W-2 from any computer, anywhere, 24 hours a day, 7 days a week
* You can print the W-2 as many times as needed.