



## Consent to Electronic Delivery of Forms W-2, Wage and Tax Statement

IRS Regulations require an employer to receive consent from its employees to deliver Forms W-2 electronically. This document will provide disclosures required under IRS Regulations. If after reading the disclosures below you choose to have your W-2 delivered electronically, please complete and return this consent form.

Legal FIRST Name of Employee: \_\_\_\_\_ (Please Print)

Legal LAST Name of Employee: \_\_\_\_\_ (Please Print)

Social Security #: \_\_\_\_\_

### **IMPORTANT DISCLOSURE INFORMATION**

If you do not consent to electronic delivery, you will receive a paper W-2 in the mail, which will be sent to the address currently on file.

1. Your consent to electronic delivery will apply to all future W-2s unless consent is withdrawn by you (see #4 below).
2. If for any reason you would like a paper copy of your W-2 after you have consented to electronic delivery, you may submit a request via e-mail to: [payroll@billingsmt.gov](mailto:payroll@billingsmt.gov) or send a written request to Human Resources/Payroll (see #9 below). Requesting a paper copy of your W-2 will not be treated as a withdrawal of consent.
3. To withdraw consent to electronic delivery, employees must submit a notice via e-mail to: [payroll@billingsmt.gov](mailto:payroll@billingsmt.gov) or send a written request to Human Resources/Payroll (see #9 below). Your consent is considered withdrawn on the date your written request to withdraw consent is received in Human Resources/Payroll. The City will confirm the withdrawal and its effective date in writing or email. A withdrawal of consent does not apply to a W-2 that was e-mailed to you in accordance with IRS Regulations before the effective date of the withdrawal of consent.
4. The City will cease providing Forms W-2 electronically if you provide a notice to withdraw consent, if you are no longer employed by the City of Billings and have received a final W-2, or if regulations change to prohibit the form of delivery.
5. If you need to update your contact information, e-mail or mail an updated Employee Information Record Change form to Human Resources/Payroll (see #9 below).
6. You will be notified if there are any changes to the contact information for City of Billings.
7. You will need a computer, printer and Adobe Acrobat software to access, print, and retain your W-2. Your W-2 will be accessed through the City of Billings Employee Portal  
<https://employee.billingsmt.gov/osgi/innoprise>
8. Your W-2 may be required to be printed and attached to a federal, state or local income tax return.
9. Contact email and address:

[Payroll@billingsmt.gov](mailto:Payroll@billingsmt.gov)

City of Billings Human Resources/Payroll  
PO Box 1178  
Billings, MT 59103

Consent to electronic delivery: ☐ Yes (check the box indicating your consent)

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date