



Right on the Money LLC

Consent to Electronic Delivery of Forms W2 – Wage and Tax Statement

The Internal Revenue Code allows tax forms to be furnished in an electronic format provided it conforms to all applicable legal requirements. By meeting these requirements, your employer is considered to have furnished your tax forms to you, the recipient, in a timely manner.

IRS Regulations pertaining to electronic delivery of Tax forms:

W - 2 : Reg. 31.6051-1 (referenced in Pub. 1141)
1095-C: IRS Publication 5223 Section 1.2

By giving your consent to receive tax forms electronically you are agreeing to all tax forms currently available via this system as well as any that may be added in the future. You may withdraw your consent at any time.

1. Employee Consent

Your signature on this form represents your electronic consent to receive your tax forms online, and also confirms your ability to access your tax forms electronically.

2. Revoking or Withholding Consent

A. If you do not register to receive your tax forms online, a paper tax form will be sent to you through the U.S. Mail, postmarked on or about January 31st. If IRS guidelines provide a deadline later than January 31st of any given year, your employer has until that date to mail your Tax Form to you. Your employer may also provide your paper tax form to you following your termination from employment or at any time between your termination date and the IRS deadline.

B. Following your initial registration, your registration will be automatically renewed each year unless; a) you revoke your consent, either in writing or online, b) Right On The Money and/or your employer cancels the online tax form service, or c) you and/or your employer terminate your employment.

C. If you elect to cancel your online registration, you should submit an updated copy of this form to your employer. This form must be received by Right On The Money by December 31st. in order to be adopted for the current year. You may not revoke your consent for the online creation of a tax form for the previous tax year once that year's online tax form(s) have/has been made available to you online.

3. Name, Address, and Email Changes

It is your responsibility to keep your employer apprised of any changes to your legal name and/or mailing address. If your address and/or legal name changes, contact your employer's Payroll or Human Resources/Personnel department as soon as possible. Failure to update your name and/or mailing address may result in tax form processing delays.

Failure to maintain a valid email address may also keep you from being notified when your online tax form(s) become(s) available. If your email address changes, or you wish to verify the email address associated please have your employer contact us.

4. Technical Requirements

Employees can view online Tax forms from any computer with Internet access. Some users may also be able to access their online Tax forms via web-enabled handheld devices.

Important - You may be required to print and attach copies of your Tax Form(s) to your Federal, state, and/or local tax returns. You are also advised to retain a copy for your personal records.

5. Posting Schedule and Availability Notices

Your W2 will be posted online no later than midnight, January 31st, unless a later deadline is supplied by the IRS. Tax forms from prior tax years will remain available online until (a) you cancel your registration; (b) you terminate your employment; (c) your employer terminates your online access; or (d) three additional tax years have passed.

I consent to electronic delivery of my W2

I revoke consent. I wish to have paper delivery of my W2

Name _____

Employer _____

Email _____

Address _____

Signature _____ Date _____