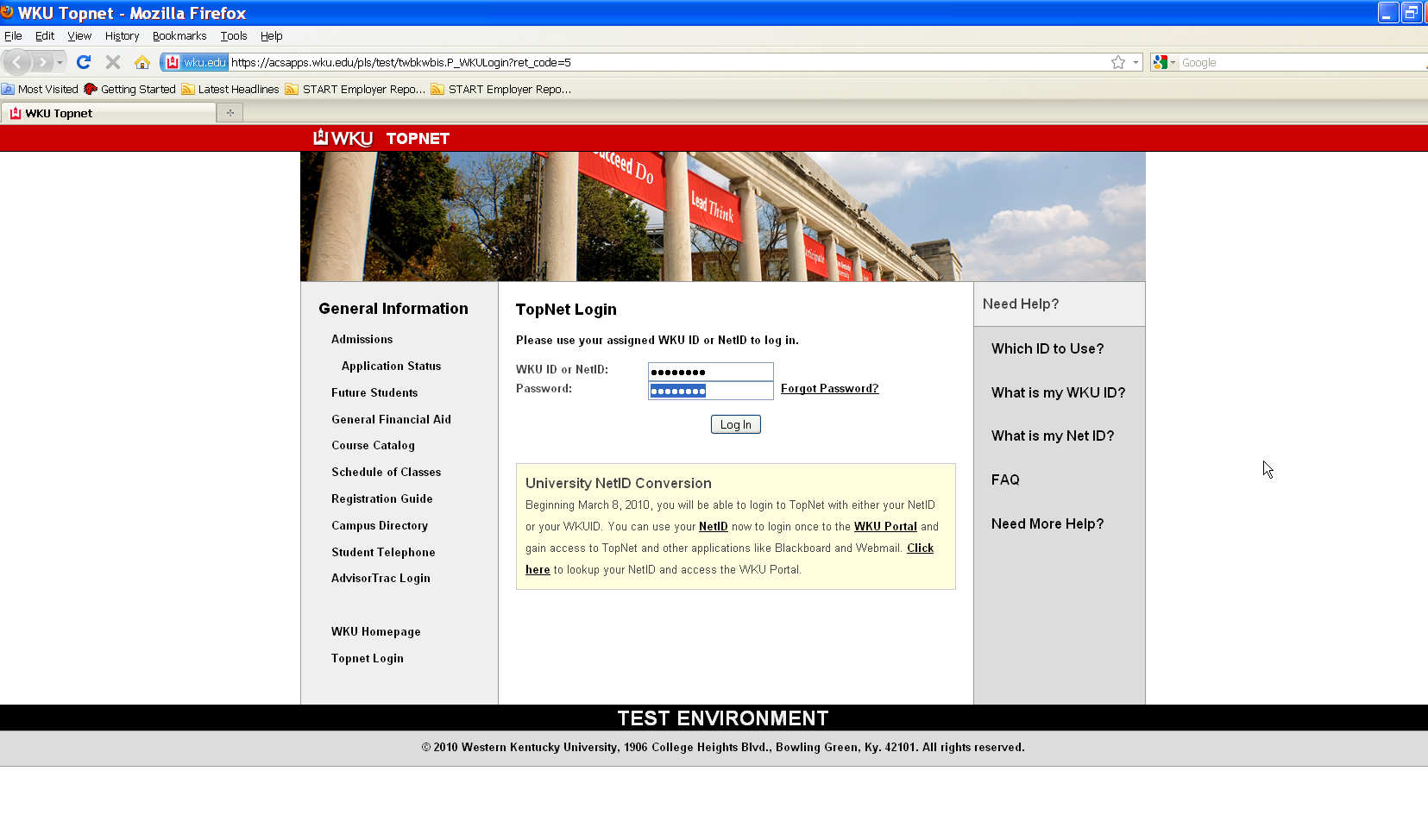
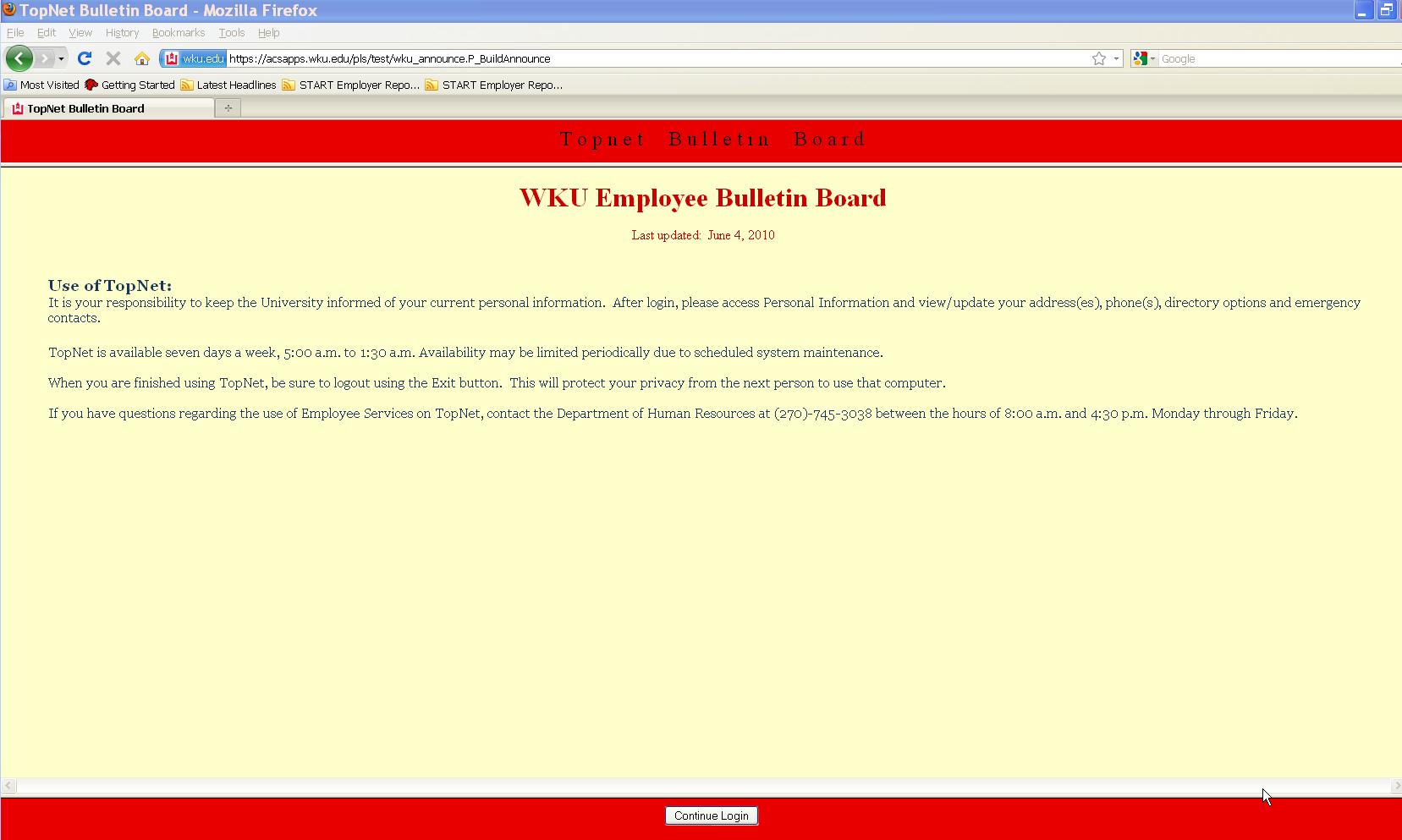
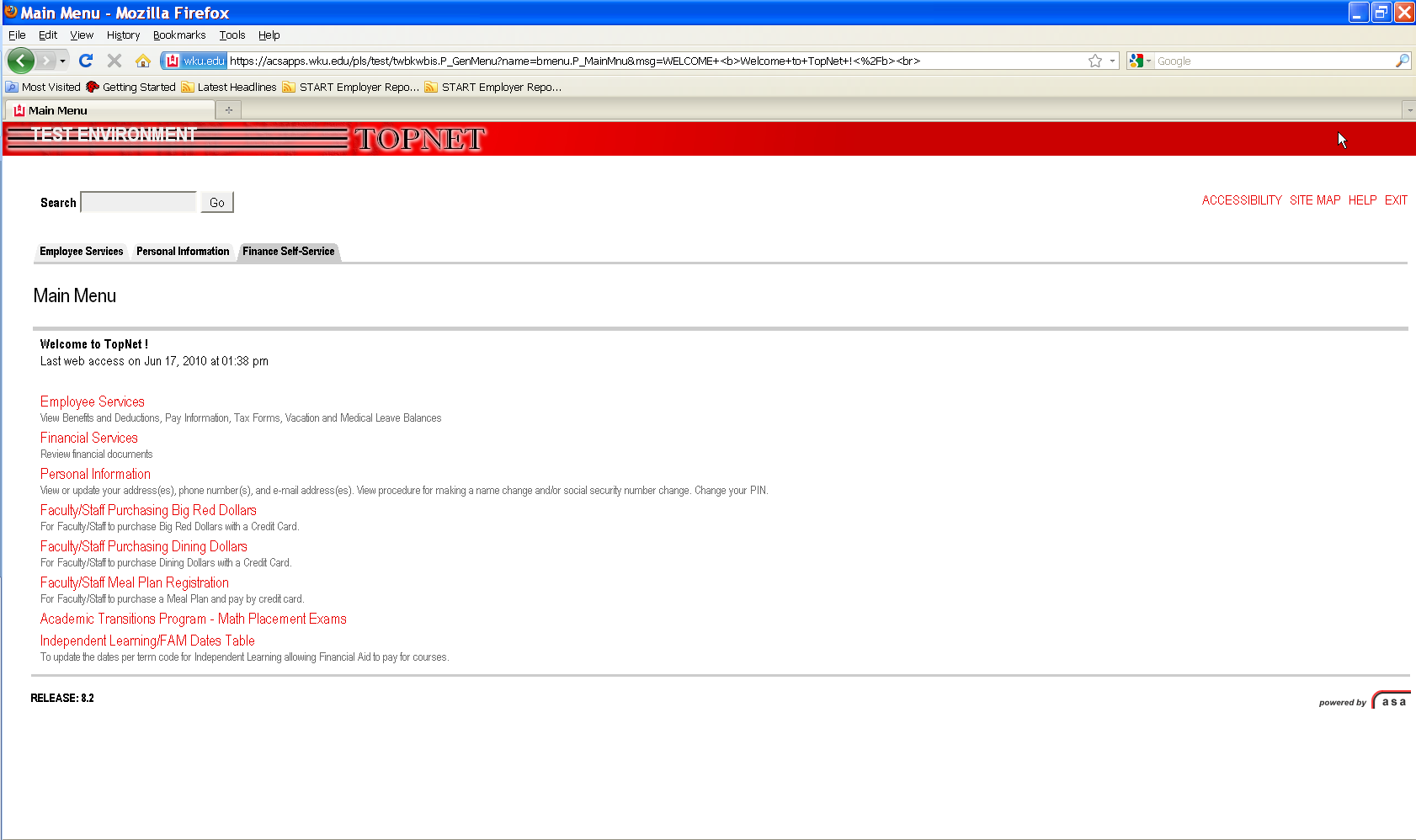
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| Western Kentucky University |
| Employee Tax Forms |
| How to Consent to Receive W-2 Electronically |
|  |
| **Payroll Department** |
| **11/23/2010** |

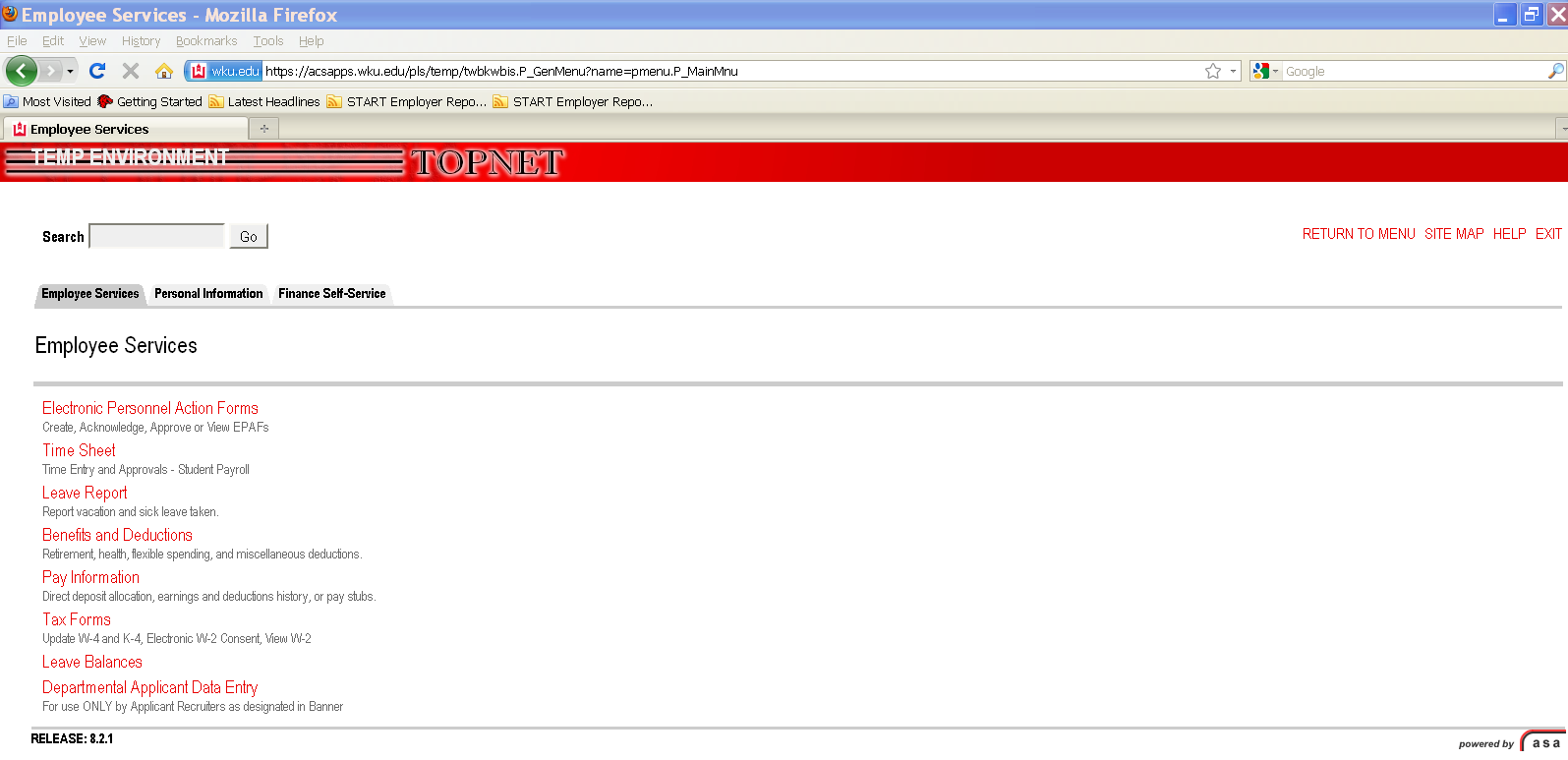
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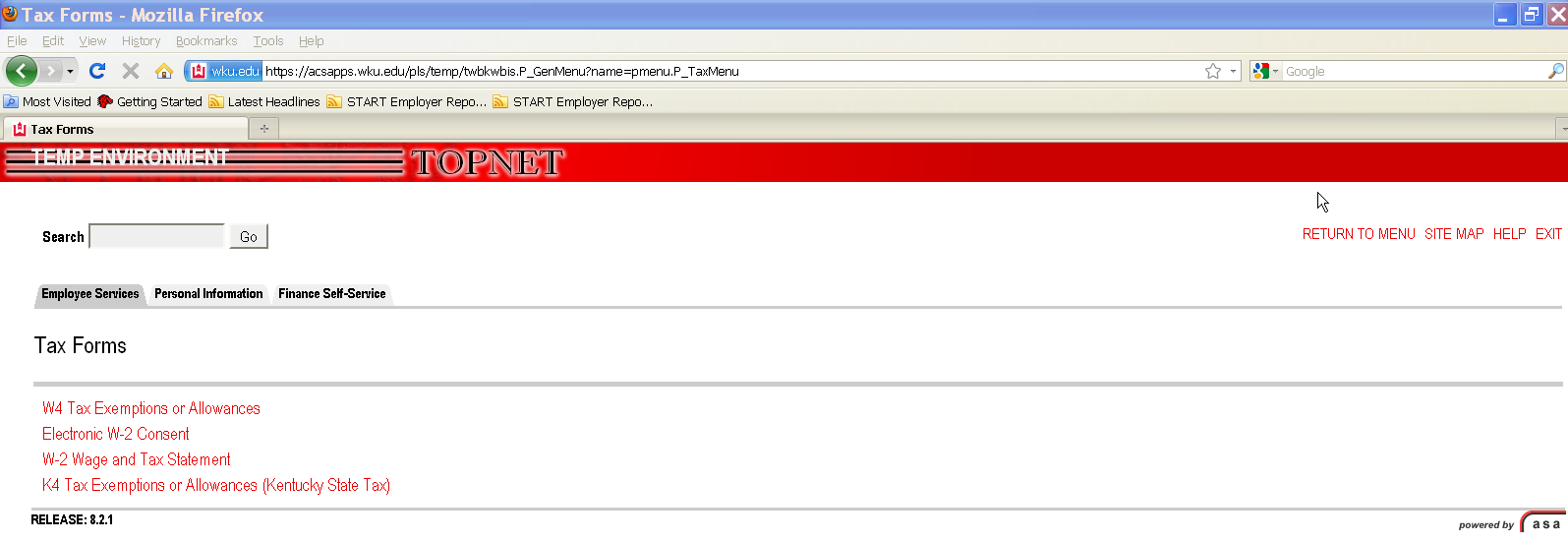
**HOW TO CONSENT TO RECEIVE W-2 ELECTRONICALLY**

1. **Log in to your TOPNET account.**

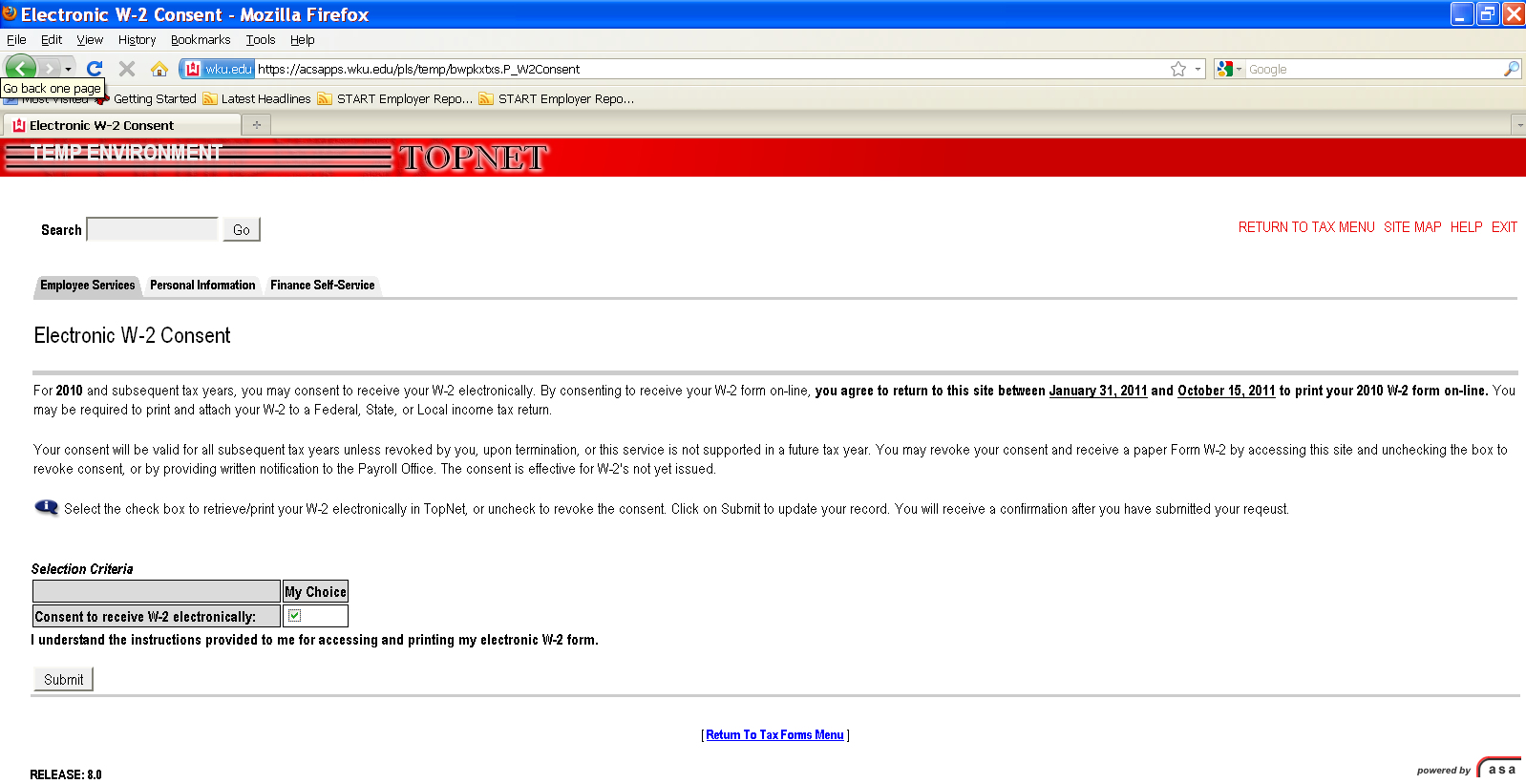


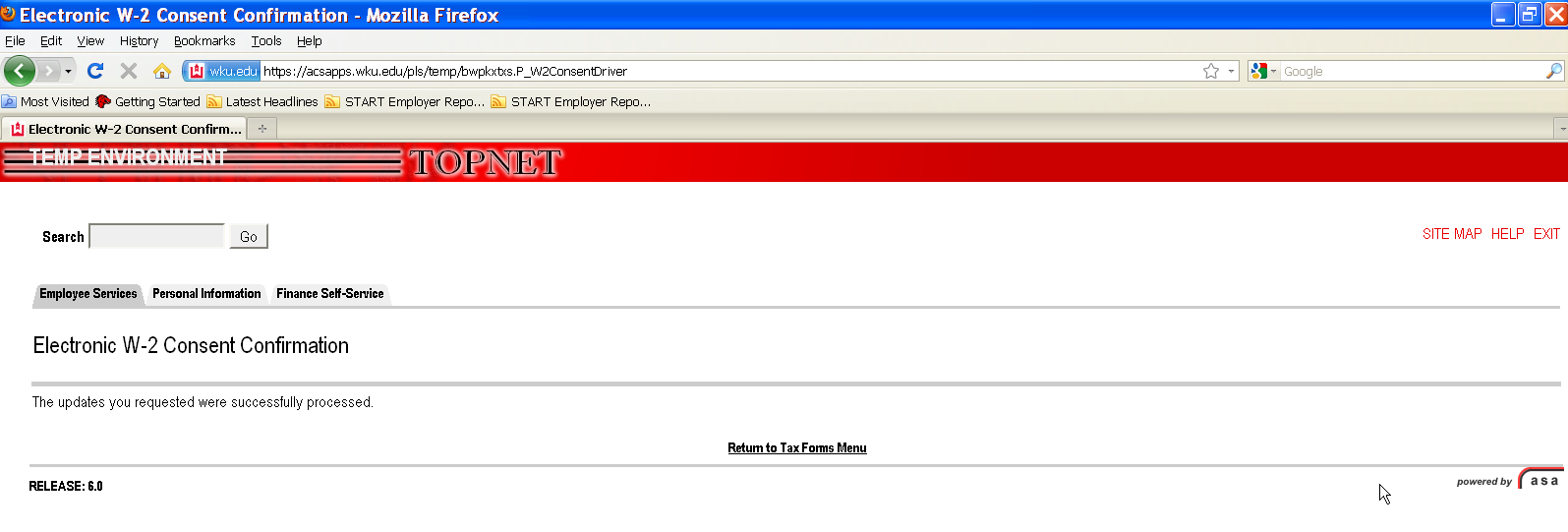
1. **The next webpage is “WKU Employee Bulletin Board.” Click Continue Login. **
2. **This webpage is the Main Menu for TOPNET. Click on the Employee Services option under the “Welcome to TopNet!” message. **
3. **This webpage is Employee Services. Please be sure you are on the Employee Services tab of the webpage. Click on Tax Forms.**

**5. This brings you to the Tax Forms page. Click on Electronic W-2 Consent.**

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1. **To consent to receive your W-2 electronically, check the box next to Consent to receive W-2 electronically. To revoke your election, uncheck the box next to Consent to receive W-2 electronically and click on Submit.**

**7. After you have submitted your election the next webpage will be displayed which will be the Electronic W-2 Consent Confirmation. From here you may exit the form.**

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