

# Employee Tax Forms

---

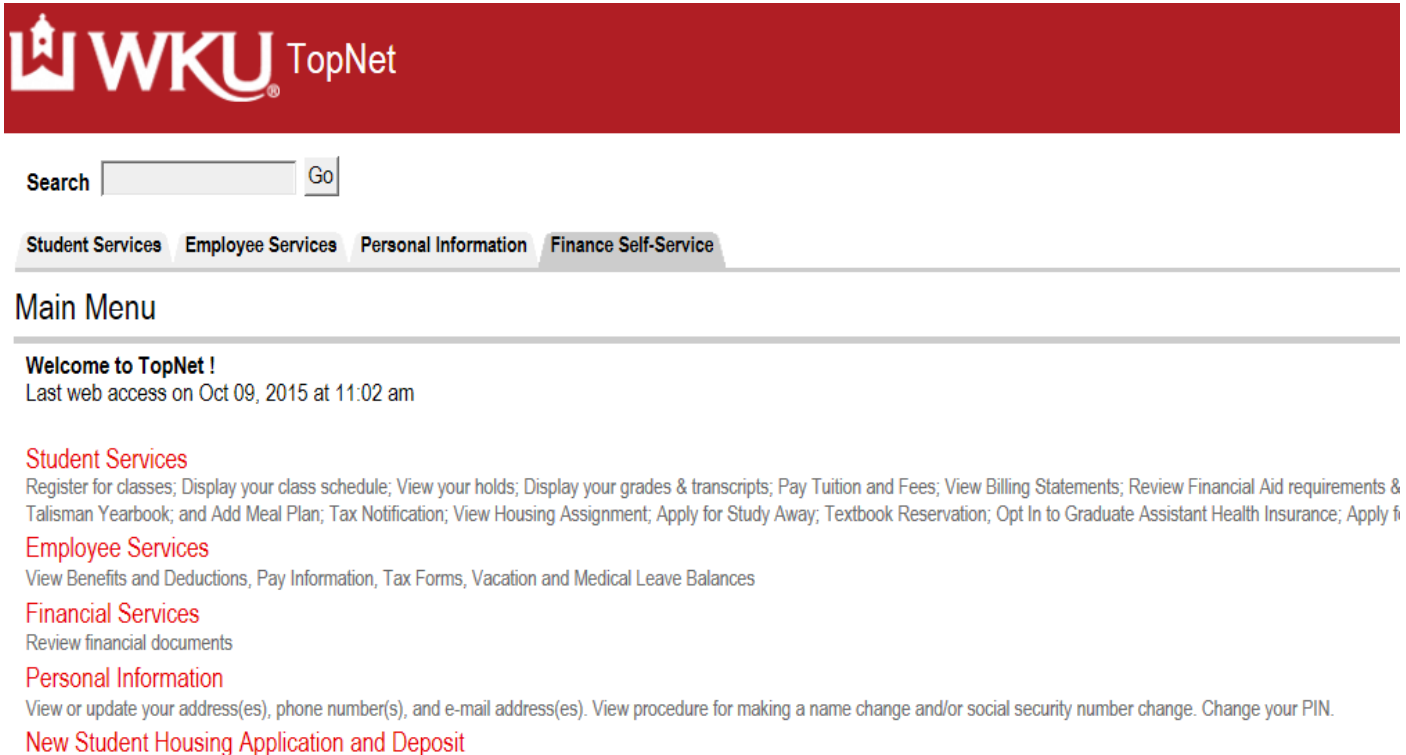
## How to Consent to Receive W-2 Electronically

**Payroll Department**

**10/9/2015**

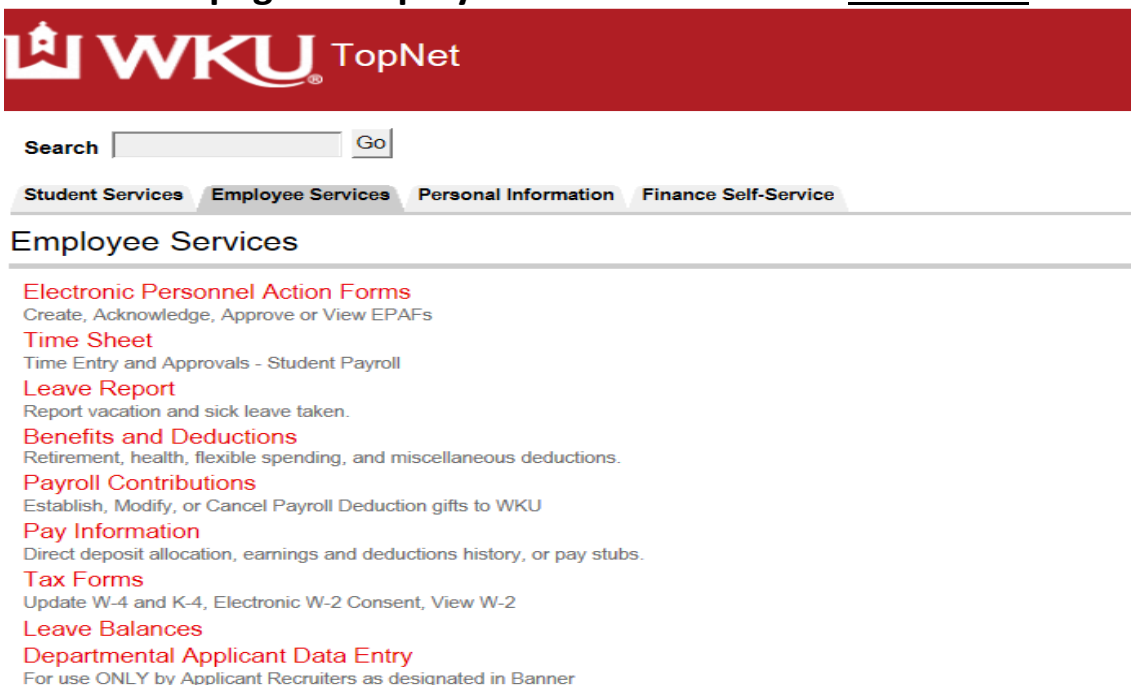
# HOW TO CONSENT TO RECEIVE W-2 ELECTRONICALLY

1. Log in to your TopNet account. Click on the Employee Services option under the “Welcome to TopNet!” message.



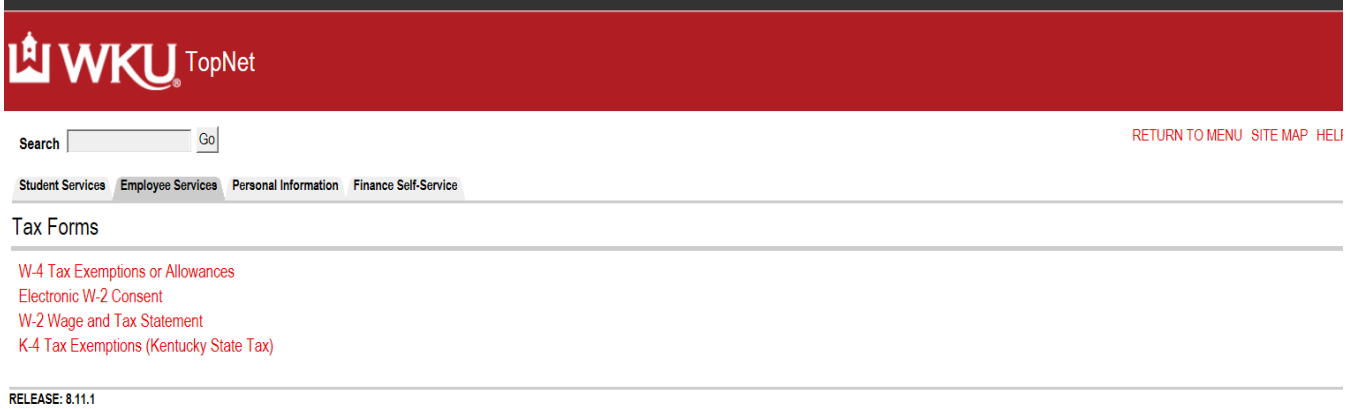
The screenshot shows the WKU TopNet homepage. At the top is a red banner with the WKU logo and 'TopNet' text. Below the banner is a search bar with a 'Go' button. A navigation menu contains 'Student Services', 'Employee Services', 'Personal Information', and 'Finance Self-Service'. The 'Employee Services' menu item is highlighted. Below the menu is a 'Main Menu' section with a 'Welcome to TopNet!' message and the date 'Last web access on Oct 09, 2015 at 11:02 am'. Underneath are several service links: 'Student Services' (with a description of registration, schedules, and financial aid), 'Employee Services' (with a description of benefits and deductions), 'Financial Services' (with a description of reviewing documents), 'Personal Information' (with a description of updating contact info), and 'New Student Housing Application and Deposit'.

2. This webpage is Employee Services. Click on Tax Forms.



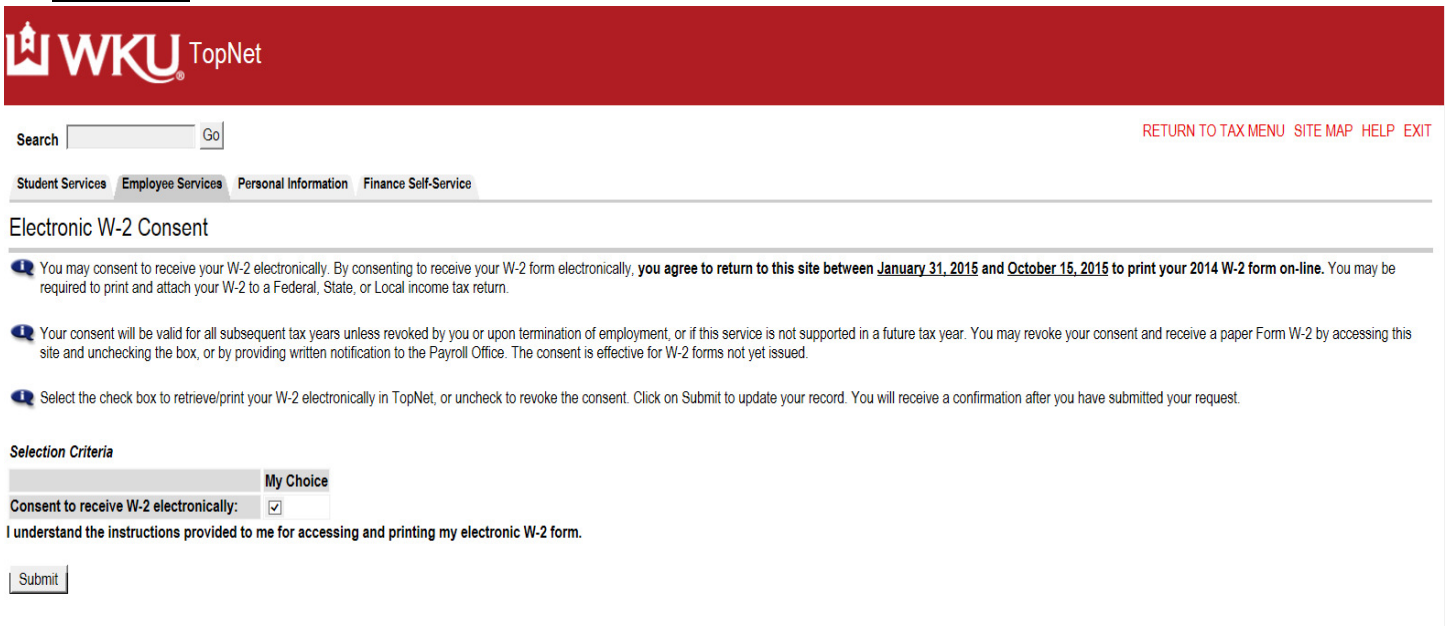
The screenshot shows the WKU TopNet Employee Services page. It features the same red banner and search bar as the previous page. The navigation menu is identical, but 'Employee Services' is now the active and highlighted menu item. Below the menu is the 'Employee Services' section header. Underneath are several service links: 'Electronic Personnel Action Forms' (with a description of creating, acknowledging, approving, or viewing EPAFs), 'Time Sheet' (with a description of time entry and approvals), 'Leave Report' (with a description of reporting vacation and sick leave), 'Benefits and Deductions' (with a description of retirement, health, and flexible spending), 'Payroll Contributions' (with a description of establishing, modifying, or canceling payroll deduction gifts), 'Pay Information' (with a description of direct deposit allocation and earnings history), 'Tax Forms' (with a description of updating W-4 and K-4, and electronic W-2 consent), 'Leave Balances', and 'Departmental Applicant Data Entry' (with a description of use by applicant recruiters).

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



The screenshot shows the WKU TopNet website. At the top left is the WKU TopNet logo. Below it is a search bar with a "Go" button. To the right of the search bar are links for "RETURN TO MENU", "SITE MAP", and "HELP". Below the search bar is a navigation menu with "Student Services", "Employee Services", "Personal Information", and "Finance Self-Service". The main heading is "Tax Forms". Below this heading are four links: "W-4 Tax Exemptions or Allowances", "Electronic W-2 Consent", "W-2 Wage and Tax Statement", and "K-4 Tax Exemptions (Kentucky State Tax)". At the bottom left of the page, it says "RELEASE: 8.11.1".

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



The screenshot shows the WKU TopNet website. At the top left is the WKU TopNet logo. Below it is a search bar with a "Go" button. To the right of the search bar are links for "RETURN TO TAX MENU", "SITE MAP", "HELP", and "EXIT". Below the search bar is a navigation menu with "Student Services", "Employee Services", "Personal Information", and "Finance Self-Service". The main heading is "Electronic W-2 Consent". Below this heading are three informational messages, each with an "i" icon in a blue circle. The first message says: "You may consent to receive your W-2 electronically. By consenting to receive your W-2 form electronically, you agree to return to this site between January 31, 2015 and October 15, 2015 to print your 2014 W-2 form on-line. You may be required to print and attach your W-2 to a Federal, State, or Local income tax return." The second message says: "Your consent will be valid for all subsequent tax years unless revoked by you or upon termination of employment, or if this service is not supported in a future tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box, or by providing written notification to the Payroll Office. The consent is effective for W-2 forms not yet issued." The third message says: "Select the check box to retrieve/print your W-2 electronically in TopNet, or uncheck to revoke the consent. Click on Submit to update your record. You will receive a confirmation after you have submitted your request." Below the messages is a section titled "Selection Criteria". Under "My Choice", there is a checkbox labeled "Consent to receive W-2 electronically:" which is checked. Below this is the text "I understand the instructions provided to me for accessing and printing my electronic W-2 form." At the bottom left is a "Submit" button.

5. 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.



Search  Go

[RETURN TO TAX MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Student Services](#) [Employee Services](#) [Personal Information](#) [Finance Self-Service](#)

## Electronic W-2 Consent

Electronic W-2 consent was submitted successfully.

You may consent to receive your W-2 electronically. By consenting to receive your W-2 form electronically, **you agree to return to this site between January 31, 2015 and October 15, 2015 to print your 2014 W-2 form on-line.** You may be required to print and attach your W-2 to a Federal, State, or Local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you or upon termination of employment, or if this service is not supported in a future tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box, or by providing written notification to the Payroll Office. The consent is effective for W-2 forms not yet issued.

Select the check box to retrieve/print your W-2 electronically in TopNet, or uncheck to revoke the consent. Click on Submit to update your record. You will receive a confirmation after you have submitted your request.

### Selection Criteria

My Choice

Consent to receive W-2 electronically:

I understand the instructions provided to me for accessing and printing my electronic W-2 form.