

ELECTRONIC Form W-2

You can choose to receive your W-2 electronically, which has several advantages, such as

- Earlier access
- It can't get lost or stolen in the mail
- You can access it 24/7, even away from your usual home or work location

NOTES:

1. If you do not consent to receive the Form W-2 electronically, you will receive a paper Form W-2. If you do consent to receive the Form W-2 electronically, you will not receive a paper Form W-2.
2. If you consent to receive the Form W-2, electronically, you will continue to receive it electronically unless and until you withdraw consent.
3. You will be able to electronically access your W-2 for a given year from at least January 31 through October 15 of the following year.
4. To withdraw consent and obtain a paper copy of your Form W-2 follow the instructions in the text box to the right → *Note:* Withdrawn consent doesn't apply to previously issued Forms W-2.
5. Electronic Forms W-2 will no longer be furnished once you have separated from employment.

TO PRINT YOUR W-2 FROM ORACLE

1. From the Navigator, click on Personal Information under About Me.
2. Click on the last icon on the left (My Documents).
3. Scroll down until you see your W2 and click on the hyperlink to save or print it.

TO CONSENT OR WITHDRAW ELECTRONIC W-2

Log into Oracle Cloud with your VUNet ID and password

Using the Navigator, click on Personal Information under About Me

Navigator → About Me → Personal Information

Click on Related Tasks on the far right and select Document Delivery Preferences

Related Tasks → Document Delivery Preferences

Click the 'Edit' icon for Document Type W_2

Document Type W-2 → Edit

Select the Yes or No radio button for Grant Online Delivery Consent and click OK

Yes/No → OK

When the indicator switches between a green check and a red circle, it confirms that your consent status has been successfully changed.

