

Electronic W-2 Consent Disclosures

- If you do not opt in, your W-2 will be mailed to your current address (on record in the Office of Human Resources) through the United States Postal Service no later than January 31st.
- The Electronic Consent Statement is effective for receiving your past three years of W-2 forms electronically.
 - This consent is valid until withdrawn or until an individual is no longer employed by the University.
- You may still request a paper W-2 after giving electronic consent by emailing payroll@quinnipiac.edu or through US Mail addressed to The Payroll Department, OF-HMN, Quinnipiac University, 275 Mount Carmel Avenue, Hamden, CT 06518.
 - The request for a paper W-2 will be considered revoking consent to receive it electronically.
- You may withdraw your electronic consent at any time by accessing the Employee Self Service portal. The withdrawal of a consent does not apply to a form W-2 that was furnished electronically before the withdrawal of consent via Employee Self Service.
- Only current employees have access to electronic versions of W-2s. Former employees will receive a paper copy through US Mail. Former employees can also contact the payroll department for an additional paper copy.
- You should immediately update any contact information, such as mailing address or name if there is a change, by completing the [Employee Change Form](#) on the Human Resources website or by contacting Human Resources at human.resources@quinnipiac.edu.
- The hardware and software requirements needed to access, print and retain your W-2s electronically: are an internet connection, web browser, network access and Adobe Acrobat reader.
- The electronic version of your W-2s will be available on the website for at least 3 years from their original posting date.
- The W-2 may be required to be printed and attached to a federal, state, or local income tax return.