

Employees have the option of receiving their W2 form electronically or having the Payroll Office print the W2 for them. If you want to have the Payroll Office issue a printed copy of your W2, **or if you previously provided your electronic consent**, then no action is required; however, if you would like to receive your yearly tax statements electronically, you must provide electronic consent.

To provide your electronic consent, please follow the steps below:

- Login to your personal account at www.lamarpa.edu
- Select the ***My Services*** tab
- Select the ***Employee*** tab
- Select ***Tax Forms***
- Select ***Electronic W2 Consent***
- Acknowledge your consent by "checking" the checkbox at the bottom of the screen

Please note that no paper document will be printed for employees who submit their consent; however, the Payroll Office will be happy to generate a paper document to any employee upon request. Also, please be aware that consent will be revoked upon termination.