



Electronic W-2 Authorization Form

EMPLOYEE IDENTIFICATION – To be completed by employee

Name:	UIN:	
E-mail:	Mail Stop:	
Department:	Work phone:	Home phone:

You may elect to receive your official Form W-2 using HRConnect or by signing this form. An e-mail notice will be sent to you once the Form W-2 is available through HRConnect. You will then be able to log into HRConnect and print your form at your convenience. Should you make this selection, you will have access to your Form W-2 several days before the printed form would reach you in the mail. You will receive the information earlier, and eliminate the possibility of your W-2 being lost in the mail or being intercepted by someone else. Because you will not receive a printed form in the mail, you will also be saving the A&M System significant time and money associated with generating and handling these forms. You may change this option during any time of the year except the period January 15-31 (the period during which the Form W-2 is generated).

The e-mail address you entered above should be the current e-mail address on file for you. You may change this address if you wish, but it is important to remember that **you** must update this address via HRConnect whenever changes occur. This e-mail address will be used for all business purposes within the A&M System. This is the e-mail address that will appear in future campus telephone directories and will be used by other A&M System administrative systems.

If you wish to receive your form W-2 notification via e-mail, you will no longer receive a paper copy of your form W-2. You may change this election at any time by returning to HRConnect and checking the paper form W-2 box. Your e-mail address will be tested to insure that a good address is entered prior to accepting this change. However, this does not mean that the address is actively receiving mail. If you do not receive the notice within 24 hours, please check this e-mail address with your local mail services administrator to insure that it is still active.

EMPLOYEE AUTHORIZATION	
<p>I authorize the AgriLife HR / Payroll Office to activate my electronic W-2. I acknowledge responsibility for providing complete and accurate information on this authorization form and understand that the HR / Payroll Office may contact me to confirm accuracy of information. I also acknowledge that I will receive an electronic W-2 notification from the HR / Payroll Office which will be an email confirming that my W-2 is available on HRConnect. I understand that a paper W-2 will not be printed and distributed to me. This authorization is to remain in effect until I provide written notice of cancellation or choose to cancel via HRConnect. I further understand that it will be my responsibility to contact the HR / Payroll Office prior to making changes in my account, i.e., termination, changing an e-mail address, etc.</p>	
Signature: _____	Date: _____

Return Form to the AgriLife HR / Payroll Office at:	Wells Fargo Building 3000 Briarcrest Dr. Ste 504 Bryan, TX 77802	Or Mail Form To: 2162 TAMU College Station, TX 77843-2162
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Call the HR / Payroll Office at 979-845-2361 for assistance
(With few exceptions, you have the right to request, receive, review, and correct information about yourself using this form)