

## **FAQs about Electronic W-2**

### **How will I know when my W-2 is available?**

In January, you will receive an email notification that your W-2 is available online via ARGUS. An announcement will also be published in campus announcements in ARGUS.

### **Is the electronic W-2 distribution approved by the Internal Revenue Service?**

Yes

### **How many times can I print the W-2?**

There is no limit; you may print as many times as you need.

### **When will W-2s be available online in ARGUS?**

The payroll office normally prepares W-2s by the middle of January, but no later than January 31.

### **If I sign up this year, will I need to sign up next year?**

No, once you consent to receive your W-2 electronically you do not have to do anything the next year.

### **What if I want to go back to a paper W-2?**

You can go in the same as you did to sign up and un-check the box. If you elect to opt out of receiving your W-2 electronically, you will receive a confirmation email from payroll@uwf.edu.

### **What if I end my employment with UWF?**

At this time you would not be able to access your W-2 and will receive a paper W-2

### **Are electronic W-2s available to all employees?**

Yes, electronic W-2s are available to students, staff, faculty, adjunct faculty, and temporary employees.

### **What are the benefits of receiving the W-2 electronically?**

- You will have access to your W-2 sooner than if you wait for the mailed copy.
- No possibility an employee's Form W-2 might be lost, stolen, delayed or misplaced by the U.S mail service or by the employee, once received.
- Removes the risk of sending your social security number on a paper copy in the mail – a common source of identity theft.
- You can access the W-2 from any computer, anywhere, 24 hours a day, 7 days a week
- You can print the W-2 form as many times as needed.