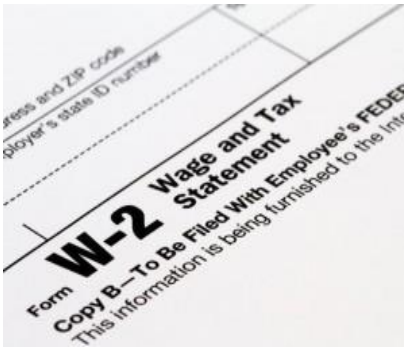


W-2 ONLINE ELECTION

ELECTRONIC FORM W-2 DISCLOSURE NOTICE

INTERNAL REVENUE SERVICE (IRS) REGULATIONS REQUIRES DCPS TO OBTAIN YOUR CONSENT BEFORE DELIVERING YOUR W-2 ONLINE. THE DISCLOSURE NOTICE BELOW EXPLAINS IN DETAIL WHAT IT MEANS TO CONSENT TO ELECTRONIC-ONLY DELIVERY. PLEASE CONTACT THE PAYROLL DEPARTMENT IF YOU HAVE ANY QUESTIONS AT (904) 390-2022.



DCPS PAYROLL DEPARTMENT
1701 Prudential Drive
Jacksonville, Florida 32207
(904) 390-2022 | Fax: (904) 390-2118
www.duvalschools.org

ESS Website: [click HERE](#)

Disclosure

- 1) If you consent to electronic only delivery of your W-2, DCPS will NOT mail you a paper W-2. Access the Employee Self Service (ESS) web site to view, print and/or save a copy of your W-2.
- 2) Your consent for an electronic W-2 is effective for W-2s issued each calendar year until you withdraw your consent or are no longer employed by DCPS.
- 3) If you do not consent to an electronic W-2, DCPS will send a paper W-2 to your work location via District mail or to your address of record if you are no longer an active employee.
- 4) If you consent to an electronic W-2, you may withdraw your consent at any time by electing a paper W-2 through the ESS portal on the District website.
- 5) Withdrawal of consent will be effective on the date it is entered and confirmed on the ESS website. If consent is withdrawn, it is effective for those W-2s not yet issued.
- 6) All active employees will be able to access their W-2 through ESS. If you are accessing ESS from a work location, use One View or Google Chrome. ESS may also be accessed through the Internet at the District's website. Simply log in using your District login ID and password.
- 7) If you have consented to an electronic form W-2, you may still obtain a paper copy of your W-2 by contacting the Payroll Department. There will be a \$5 fee for all W-2 reprints through the Payroll Department.

W-2 Online Election Period –Open Until 01/12/20