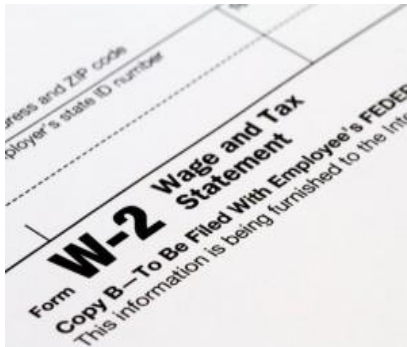


W2 ONLINE ELECTION

Electronic Form W2 Disclosure Notice

Internal Revenue Service (IRS) regulations requires DCPS to obtain your consent before delivering your W2 online only. 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)390-2446 |
www.duvalschools.org

ESS Website:

<https://ess.duvalschools.org/irj/portal>

Disclosure

- 1) If you consent to electronic only delivery of your W2, DCPS will NOT mail you a paper W2. You need to access the Employee Self Service, (ESS) web site to view, print and/or save a copy of your W2.
- 2) Your consent is effective for W2's issued each calendar year until you withdraw your consent or you are no longer employed by DCPS.
- 3) If you do not consent to an electronic W2, DCPS will send you a paper W2 via U.S. mail.
- 4) If you consent to an electronic W2, you may withdraw your consent at any time by a) electing paper W2 through ESS b) by completing paper form W2 Electronic Election form submitted to the Payroll Department.
- 5) Withdrawal of consent will be effective on the date it is received by the Payroll Department. If consent is withdrawn it is effective for those W2's not yet issued.
- 6) If you have consented to electronic W2 form, you may still obtain a paper copy of your W2 by contacting the Payroll Department. There will be a \$5 fee for all W2 reprints through the Payroll Department.

W-2 Online Election Period – Open Through January 10, 2020