

Electronic W-2 Information

Edina Public Schools

Receipt of an electronic W-2, instead of a paper W-2, is now available beginning with the calendar tax year ending 12/31/2009.

An employee will continue to receive a paper W-2 unless consent is given to receive the electronic W-2 instead. *If you intend to file your taxes on paper, you must continue to receive a paper W-2.*

To consent to the electronic W-2, log into your myView account and go to W-2/Electronic W-2 Consent, read the disclosure, and then select the 'Yes' button and click on 'Update Consent'. If you have updated your Personal Information/Address & Contact Info with an email address, you will receive an email confirmation that you have made a change to the electronic W-2 consent. If no email address is on file, you will receive confirmation on your myView screen. Consent remains in effect until it is revoked.

Once consent is given, the W-2 screen in myView will read "NOTE: This information does not become final until you receive notification from your district." When the Payroll department determines that the W-2's are official, you will receive a notice on myView News and in an email in January which will include, "IMPORTANT TAX RETURN DOCUMENT AVAILABLE."

If you are set up for an electronic W-2 and decide you need a paper copy for filing your taxes, notice must be made in writing to Payroll for the paper copy. Access into myView continues after termination with the district. Your electronic W-2 will still be available.

If you elect to revoke your consent, log into your myView account and go to W-2/Electronic W-2 Consent, and select the 'No' button and click on 'Update Consent'. You will receive a confirmation of your change.