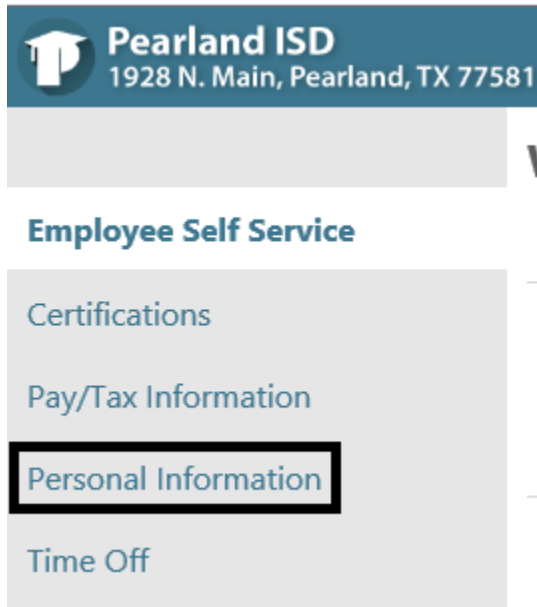


How to consent for electronic IRS Forms W-2 & 1095C

1. Go to <https://selfservice.pearlandisd.org/mss/> and enter user name and password and login
2. Click on the “Personal Information”



3. Click “Change” under Tax Form Delivery Options
4. Choose Self Service Only (Recommended) or Mail
5. Click Update

How to view and print your electronic IRS Form W-2

1. Go to <https://selfservice.pearlandisd.org/mss/> and enter user name and password and login
2. To print: Click on Pay/Tax Information
3. Click W-2
4. Click “Year” drop down box and choose year
5. Click “View W-2 Image”

Complete details about the Form W-2 (including definitions) are available on the IRS Web site at:

<https://www.irs.gov/pub/irs-pdf/fw2.pdf>

How to consent for electronic IRS Forms W-2 & 1095C

Pearland ISD is required by the Internal Revenue Service (IRS) to provide each employee with a W-2 Form that states the employee's compensation and tax withholding amounts for the calendar year on or before January 31st of the following year. Starting in 2019, instead of paper copies, employees may elect to receive their IRS Form W-2 and 1095C statements electronically.

The benefits of receiving an electronic W-2 and 1095C statement are:

- Earlier access
- Once received electronically, significantly less possibility that the W-2 may be lost or stolen
- Access is possible electronically if the employee is away from his/her usual home or work location
- You are protecting your identity. This legal document contains your social security number and annual earnings, which may be compromised in the event it is lost in the mail or misplaced.

Employers must comply with specific IRS regulations to use electronic W-2's and employees must provide their consent to receive an electronic W-2 instead of a paper copy. This notice contains the required IRS disclosure information and instructions for you to consent to receiving your W-2 electronically instead of a paper copy. If you have any questions regarding this notice or your W-2 Statement, contact the Payroll Department.

Please read this entire notice and, if you wish to receive all future W-2 statements from Pearland ISD electronically, provide your consent as instructed below. If you do not provide this consent by December 15, you will continue to receive a paper copy of your W-2 statement.

As required by the IRS, this consent must be made electronically in a manner that reasonably demonstrates that the employee can access the W-2 in the electronic format in which it will be provided.

To assure compliance with this requirement, employees who wish to receive their W-2 electronically, must:

An employee who chooses to receive his/her W-2 statement electronically may withdraw consent. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued.