



Electronic W-2 Consent Form

Due to new IRS regulations, Emergency Pet Clinic of Temecula need your permission to send you your W-2 form electronically. Please read the entire notice and complete the three steps below to provide your consent to receive all future W-2's in electronic format.

Emergency Pet Clinic of Temecula is required by the Internal Revenue Service (IRS) to furnish all employees with a Form W-2 Wage and Tax Statement each calendar year. The Form W-2 is used to complete the employee's annual tax returns. The Form W-2 may be required to be printed and attached to your Federal, State, or local income tax return. The Form W-2 Tax Statement details the employee's wages, tax withholding, and other important payroll information.

Benefits of Receiving Form W-2 Electronically:

- 1) Employees will receive their electronic Form W-2 earlier than they would if they received a printed copy.
- 2) Employees help the company save money by eliminating printing and mailing costs.

Disclosure Notices:

An employee who consents to receiving his/her Form W-2 electronically by email may not receive a paper copy of the W-2. If an employee does not consent, he/she will continue to receive a paper copy of the W-2.

An employee who chooses to receive his/her Form W-2 by email can change his/her mind and withdraw consent email delivery. Consent can be revoked by emailing your request to Courtney Pomeroy in Human Resources. IRS regulations require that employees give their consent to receive the W-2 in electronic format. While the IRS does not require this process to be repeated each year, Emergency Pet Clinic of Temecula will request this consent form to be completed each year upon request of electronic delivery of an employee's Form W-2.

If you have requested to receive your W-2 electronically, it will be sent as a PDF via email to your personal email account. By signing this form, you acknowledge and understand that Emergency Pet Clinic of Temecula cannot send your W-2 with password protection and you release Emergency Pet Clinic of Temecula of liability should your W-2 be accessed by an outside party through your personal email account.

☐ I agree to receive my W-2 electronically by email.

☐ I DO NOT agree to receive my W-2 electronically.

Printed Name: _____ Date: _____

Signature: _____