

Texas State University-San Marcos
Office of Payroll & Tax Compliance
Authorization for Electronic Form W-2

Transaction Type:

- I elect to receive my form W-2 electronically via the SAP Portal Employee Self-Serve at: <https://ibis.sap.txstate.edu:50001/irj/portal>
- I elect to cancel my consent agreement to receive my form W-2 electronically. Reason for cancellation: _____

If you **cancel your consent agreement to receive the form W-2 electronically**, a paper form W-2 will be sent via U. S. Mail postmarked on or before January 31 of the following calendar year to the permanent mailing address, as indicated in your SAP Employee Personnel Records.

Employee Name: _____

Texas State E-Mail Address: _____

Optional E-Mail Address: _____

Texas State ID#: _____

Office/Cell Phone #: _____

Your consent to receive your W-2 electronically will remain in effect until you change your election. It is not necessary to resubmit consent every calendar year.

By my signature below, I agree to all the terms and conditions of the Texas State Electronic Form W-2 Program as stated in the University policies. This authorization remains in effect until the university receives a written notice from me of its modification.

Signature: _____ **Date:** _____

Please note: Electronic distribution of an employee's form W-2 will cease upon **termination of employment** with Texas State. A paper form W-2 will be sent via U. S. Mail postmarked on or before January 31 of the following calendar year.