December 4, 2018

To: Rensselaer Faculty, Staff, and Students

From: Barbara J. Hough, *Vice President for Finance & Chief Financial Officer*

Re: W-2 Distribution Notice

Dear Faculty, Staff, and Student Workers:

Rensselaer is required by the IRS to furnish all employees with a Form W-2 no later than January 31st of each year for the purpose of completing your annual tax return.

If you do not currently receive your W-2 electronically, **we encourage you to do so as there are many benefits to receiving an electronic Form W-2 including the following**:

- Earlier access to your Form W-2. Typically, electronic W-2s are available by the second week in January while paper W-2s are not mailed until the end of the month.
- Eliminates potential for lost, stolen, delayed or damaged W-2s sent via the U.S. postal service.
- Access is available in the same secure web site at which you access your Payroll and Human Resources information.

Electronic W-2 Enrollment:
(If you have previously given consent you do not need to do it again.)

- Sign into RSS.RPI.EDU or **SIS.RPI.EDU** (student employees)
- Enter your secure ID and Password
- Click on Human Resources/Payroll Menu
- Click on Tax Forms
- Click on Electronic W-2 Consent
- Check the Box "Check To Receive W-2 Electronically"
- Click Submit

If you have any additional questions or concerns, please email the Payroll Department at payroll@rpi.edu.

Disclosure Notices – Please be advised that:

- If you do not consent, you will receive a paper W-2 mailed to your home address.
- If you consent to receive your W-2 electronically, you will not receive a paper W-2 if currently employed by RPI. This consent will remain in effect until you choose to withdraw consent or have separated from the Institute.
- If you consent then subsequently leave RPI you will receive a paper W-2 mailed to your home address.
- If at any time you need a paper W-2, the Payroll Office will print one for you upon your request (but not available prior to 1/30). The request for a paper W-2 will not withdraw your consent for electronic distribution. You will need to withdraw consent electronically.
- If consent is withdrawn, it will only be effective for those W-2 statements not yet issued. Consent may be withdrawn by signing onto the self-service site and removing the consent.