

## Electronic Delivery of IRS Forms

The University has a system for electronic delivery of IRS forms, including but not limited to, the W-2 and the 1095-C. According to regulations, in order to receive an electronic copy of your form, there must be a signed consent on file with the University. Please review the information and submit a signed consent form to receive electronic IRS forms from the University.

### **SCOPE & DURATION:**

The consent to receive electronic documents applies to all required IRS-related notifications, including but not limited to, the annual W-2 and the annual 1095-C (healthcare). Consent shall remain effective throughout the continuous or intermittent employment of the individual until the individual withdraws consent.

### **EFFECT:**

By consenting to electronic delivery, you will not receive duplicate paper copies. By declining consent for electronic delivery the W-2 form will only be available via BannerWeb-Employee and will not be emailed to you. Individuals may request duplicate specific paper copies of forms by contacting the Payroll department or the Office of Human Resources in writing via the information provided below.

### **WITHDRAWING CONSENT:**

Consent to receive electronic delivery may be withdrawn by written notification to the University of Dallas Payroll department or the Office of Human Resources. The withdrawal will take effect 30 days following delivery of withdrawal notification, at which time all present and future documents will be delivered only in paper format by mail. Receipt of confirmation of the withdrawal notification by electronic response. Withdrawal cannot be applied retro-actively, so all prior documents will remain in electronic format. Requesting that a paper form or document be printed for your convenience or extraordinary necessity does not serve as notice of withdrawing consent. Election by the University from time to time to deliver paper copies of a form does not terminate the consent.

### **DELIVERY INFORMATION:**

Contact information, both postal mail and e-mail, must be kept current by the employee through the University's Banner system.

All employees have access to the self-service portal of Banner, which is BannerWeb-Employee.

Former employees should maintain a current email address and mailing address on record with the University by providing the information in writing to the Office of Human Resources.

Office of Human Resources  
[hr@udallas.edu](mailto:hr@udallas.edu)  
1845 E. Northgate Dr.  
Irving, Texas 75062

Payroll Department  
[payroll@udallas.edu](mailto:payroll@udallas.edu)  
1845 E. Northgate Dr.  
Irving, Texas 75062

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### CONSENT FOR DELIVERY OF ELECTRONIC IRS FORMS

I have received and reviewed the information titled "Electronic Delivery of IRS Forms". I instruct the University to provide to me IRS forms, including the W-2 and 1095, to the primary e-mail address recorded in the University's Banner system. I will confirm and maintain my contact information so that it is correct. I understand that if I participate in electronic delivery, I will not receive hardcopy duplicates by postal mail. I understand that I may withdraw this instruction according to the provided instructions.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Office of Human Resources  
[hr@udallas.edu](mailto:hr@udallas.edu)  
1845 E. Northgate Dr.  
Irving, Texas 75062

Payroll Department  
[payroll@udallas.edu](mailto:payroll@udallas.edu)  
1845 E. Northgate Dr.  
Irving, Texas 75062