

# Town of Lunenburg

Payroll Department  
Nancy O'Rourke  
Payroll & Benefits  
Coordinator/Risk Manager



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To: All Employees  
From: Nancy O'Rourke  
Payroll & Benefits Coordinator/Risk Manager

The Town of Lunenburg Payroll Department has an option allowing employees to elect to receive electronic W-2 forms to their lunenburgma.gov or lunenburgschools.net email account, in place of paper W-2 forms. IRS regulations, which allow employers to provide the option of electronic W-2 forms instead of paper format, require that each employee give his/her consent to receive an electronic W-2 in place of a paper version. Issuing W-2 forms electronically minimizes the potential for identity theft by providing a more secure way for employees to access their form compared to having the form mailed to their address on record, or sent through interoffice mail.

The electronic W-2 form contains all required information and complies with all applicable IRS revenue procedures. Employees will have the ability to view and print their W-2 in the same manner as their direct deposit advice. If an employee does not have direct deposit, he/she will still have the option of receiving their W-2 electronically. If filing a paper income tax return, the electronic copy can be printed and attached to the tax return mailed to the IRS; if filing an electronic income tax return, no paper W-2 is submitted to the IRS. Employees who select the electronic W-2 option will be sent an email notifying them of the availability of their W-2. If consent is not given, he/she will receive a paper copy of his/her W-2.

Once consent is given, it remains in effect until the employee withdraws his/her consent either electronically or in writing. This withdrawal of consent must be done before December 15. The payroll department will confirm receipt of such withdrawal electronically. Withdrawn consent does not apply to previously issued W-2's. If an employee consents to electronic delivery and subsequently requests a paper copy, this request will not be deemed to be a consent withdrawal. Paper copies may be requested electronically to nforest@lunenburgma.gov or in person at Town Hall.

Upon termination of employment with the Town of Lunenburg, electronic W-2's will no longer be furnished. It is the employee's responsibility to contact the payroll department (nforest@lunenburgma.gov) to update his/her information, if necessary.

I agree to receive my W-2 forms electronically to my lunenburgma.gov or lunenburgschools.net email account. I understand that such consent will remain in effect until I withdraw my consent electronically or in writing.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

