

Electronic Pay Stubs and W2 Consent Form

The University Corporation (TUC) offers ALL employees online access to view, save, and print electronic versions of pay stubs and W2 statements. Should you choose to elect electronic pay stubs/W2, they will be available at <https://online.adp.com/ipay/login>. The login information for iPay will be the same as your login for eTime. You will receive an email containing your registration code and instructions for eTime/iPay once TUC Payroll has processed your new-hire paperwork. You can also opt out and choose to receive paper copies. These will be mailed to the address on file.

Pay Stubs – Must make one selection:

- DIGITAL:** I hereby authorize TUC to provide my pay stub electronically through the web-based system, iPay.
- PAPER:** I hereby notify TUC that I wish to receive my pay stub in a paper form. I understand that the form will be mailed out to the address on file and will take several days after the Pay Day listed on the payroll calendar to arrive.

W2 – Must make one selection below:

- DIGITAL:** I elect to receive my W2 electronically - QUICKEST, SAFEST, MOST CONVIENENT method. I understand that I will need to follow the instructions provided below to select paperless online.
- PAPER:** I elect to opt out of electronic W2 and would like to have a paper copy mailed to the address on file. I am responsible and agree to notify TUC with any address changes. I understand that I may be charged a printing fee if my W2 is mailed to the wrong address and a duplicate copy is printed.

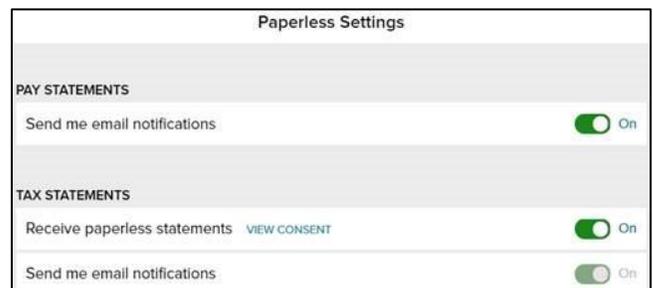
Name: _____
PLEASE PRINT CLEARLY

Signature: _____

DATE: _____

IMPORTANT - Instructions to select Paperless

1. Log into <https://workforcenow.adp.com>
2. Go to **Myself > Pay > Pay Statements > Go Paperless**
3. **Select Paperless for both Pay and Tax Statements**



The screenshot shows a 'Paperless Settings' form with two sections: 'PAY STATEMENTS' and 'TAX STATEMENTS'. Each section has a 'Send me email notifications' toggle set to 'On' and a 'Receive paperless statements' toggle set to 'On'. There is a 'VIEW CONSENT' link next to the 'Receive paperless statements' toggle in the 'TAX STATEMENTS' section.