

**Withdrawal of Consent to Electronic W-2**

**SECTION I: Employee/Student Information**

Last Name First Name

MIT ID# MIT Phone

**SECTION II: Electronic W-2 Service**

Use this form only if you have consented to electronic-only delivery of your W-2, but you have changed your mind and now want MIT to send you your W-2 via U.S. mail. If you have not already consented to electronic-only delivery, you do

not need to submit this form to continue receiving your W-2 from MIT via U.S. mail. This form is *only* used for withdrawing

consent that you have previously given.

Please read the [*Electronic Form W-2 Disclosure Notice*](http://vpf.mit.edu/site/payroll/electronic_form_w_2_disclosure_notice)for more information.

Withdrawal of consent will be effective on the date received by HR/Payroll (campus) or the Workforce Service Center

(Lincoln) and will be confirmed in writing or by email. If consent is withdrawn, it will only be effective for W-2s not yet issued.

MIT provides 24-hour on-line access to your current and previous (back to 2009) W-2s through [Atlas](http://atlas.mit.edu). If you wish to change back to electronic-only delivery after you have submitted this form, please go to [Atlas](http://atlas.mit.edu), search *eW-2s,* and click *"Go Paperless"* on the W-2 Forms screen.

Please contact HR/Payroll if you have any questions -- [payroll@mit.edu](mailto:payroll@mit.edu), 617-253-4255.

**Reason *(Optional):***

It would be helpful for MIT HR/Payroll to understand why you wish to receive a paper W-2 from MIT via U.S. mail. If you wish, please tell us your reason in the space below:

I would like to withdraw my consent to electronic-only delivery of my W-2 form, and request that MIT mail a printed W-2 form to my address on file with MIT HR/Payroll.

Employee’s Signature Date

Please return the completed form to:

**Campus Employees/Students: Lincoln Laboratory Employees:**

MIT

77 Massachusetts Ave.

**HR/Payroll,** NE49-3131

Cambridge, MA 02139-4307

MIT Lincoln Laboratory

244 Wood St.

**Workforce Service Center**, S2-112

Lexington, MA 02421-6426

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