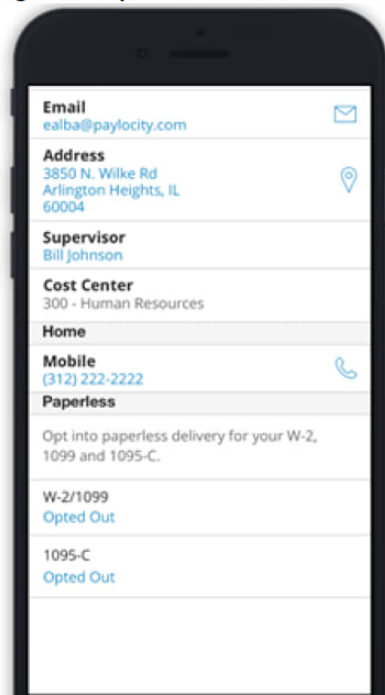


W2 FAQs

Opt In for Paperless W2 Delivery

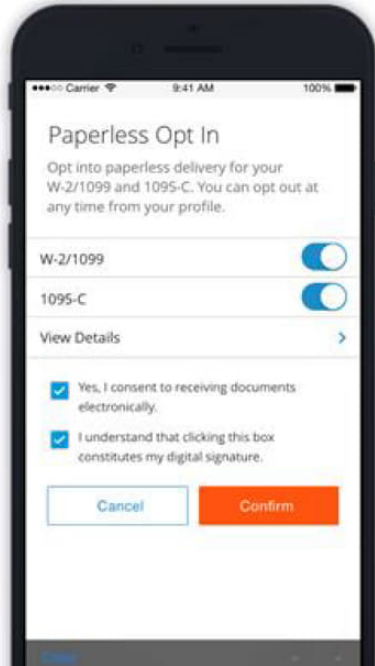
The **Paperless Opt In** feature in the mobile application allows users to opt-in to receive year end forms electronically.

1. Log in to Paylocity Mobile Application.
2. Select the employee name to open the User Profile.
3. Navigate to **Paperless** section in User Profile.



4. Toggle **W-2/1099** to **On** to not receive a paper W-2/1099 form. Users still have the option of viewing or printing these documents online.
5. Toggle **1095-C** to **On** to not receive a paper 1095-C form.
 - o Users still have the option of viewing or printing the 1095-C on a desktop browser, mobile does not support viewing of the 1095-C.
 - o This option is only available if the company uses Affordable Care Act (ACA) services with Paylocity.
6. Select **View Details**.
7. Review the **Paylocity E-Sign Act Disclosure and Agreement**.
8. Enable the **Yes, I consent to receiving documents electronically** box.
9. Enable the **I understand that clicking this box constitutes my digital signature** box.

10. Select **Confirm**. Users can change their paperless settings by navigating to their employee profile and toggling their preferences for the W2 and 1095-C.



Important Information:

- The mobile app will support viewing only the W2 form. The 1099, 1095-C, W2C's are not supported in Mobile at this time. Users must login via a Desktop PC and view the Employee Self Service (ESS) Portal to view those forms.
- Users have the ability to access W-2s as early as January 6th by signing up for e-delivery.
- View PDF will only work for Tax Year 2022 and above. For Tax Years 2021 and below, please email HR with the W2 Request Form (hr@scswiderski.com). Form is available on the self-service portal.
- If you opt in – you will **not** receive a paper copy too.
- If you want paper copies – you will still have access within Paylocity for electronic copies after January 31st.
- All W2s are guaranteed to be postmarked by January 31st each year. Please note, due to mail delivery delays, your W2 can take anywhere from 7-14 business days to arrive.
- **Do not** reach out for duplicates or replacements until after February 15th – email HR with questions.

Revision #2

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