

Opt For Electronic W-2s!

Tandem HR is pleased to announce that employees may elect to only receive their W-2 statements online through the Tandem HR's Self Service Center/Online Payroll System!

Tandem HR is required by the IRS to supply all employees with a Form W-2 each calendar year. The W-2 details each employee's compensation and tax withholding amounts for the year. In the past, employees have received paper copies of their W-2s. Complete information regarding W-2s are available on the IRS website at <http://www.irs.gov/pub/irs-pdf/iw2w3.pdf>.

Benefits of receiving your W-2 electronically:

1. Online delivery provides access to the W-2 statement earlier than the traditional mail process.
2. Online delivery eliminates the chance that your W-2 will get lost, misdirected, or delayed during delivery (or misplaced after you receive it).
3. Access is available at the same secure website on which employees can access wage and direct deposit information. Tandem HR's site is web-based so employees can access it from anywhere, at any time.
4. Employees can print multiple copies at their convenience.

Federal regulations require that employees give their consent to only receive their W-2 in electronic format. **Help us go green** by checking the box below and adding your signature to receive an electronic W-2. Completed forms should be emailed to Payroll@TandemHR.com or faxed to 630.528.3433.

Important Note:

An employee who consents to receiving the W-2 online will not receive a paper copy in the mail at year end going forward. You will not need to fill out this form again! If the employee does not consent, the Payroll Department will mail out the W-2 to the address on record no later than February 1st of the following year. If you are not currently registered for our Self Service Center/Online Payroll System, please follow the attached instructions to register.

Please send me an electronic W-2 only.

Employee Signature

Date

After completion, this document should be emailed to Payroll@TandemHR.com or faxed to 630.528.3433.