

**\*\*\* Electronic W-2's \*\*\***

*There are many advantages to receiving your Form W-2 electronically--it will be available to you all through the tax season (actually, through October 15, 2012). You don't have to worry about misplacing it, spilling coffee on it, or having the dog chew it up. You can print as many copies as you want and you can print a copy quicker than having it mailed. The only requirements are access to a computer with an internet connection, an internet browser and printer. If you choose not to receive your W-2 electronically, a paper W-2 will be mailed to you.*

So that you can be sure you will be able to access and print your W-2, go to <http://efile.aatrix.com>PTW008 and print the test sample W-2 form. After you have printed the test W-2, fill out the following information and provide it to your company representative.

***I hereby give my consent to electronically receive my Form W-2 each year until such time I revoke this consent.***

***By returning this form I acknowledge that I have the ability to receive my W-2 electronically.***

**My first name is:** \_\_\_\_\_

**My middle name is:** \_\_\_\_\_

**My last name is:** \_\_\_\_\_

**The last 4 digits of my Social Security Number are:** \_\_\_\_\_

**My E-Mail Address is:** \_\_\_\_\_

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

*It is important to notify your company representative when any of the above information changes.*

Return this form to your company representative.

*Your employer will notify you when your electronic Form W-2 is available and will provide the password you will need to access it. The W-2 you print from the website can be attached to your federal and state income tax returns.*

*You may withdraw your consent to receive your Form W-2 electronically in writing to your company representative (electronically or on paper) to:*

**Contact Name:** Eric Stauffer or Todd Miller (West Shore Recreation Commission)

**Address:** PO Box 413, Lewisberry, PA 17339

**Phone:** 717-920-9515

*If you withdraw consent to receive your Form W-2 electronically after your Form W-2 has been posted electronically, you will be mailed a paper copy within 30 days of receipt of your withdrawal of consent. A request to receive a paper copy of your W-2 will be considered a withdrawal of consent to receive your W-2 electronically.*