Authorization for Electronic Year-End Reports/Forms

While electronic W-2's and reports have long been available to AccuPay clients, the IRS requires employees to consent to "electronic only" copies before ceasing to provide a paper form. By signing below, you are authorizing AccuPay to provide these consent forms to your employees via Employee Self Service. The employee will see this consent the next time they log in. AccuPay will only print W-2's for employees who do NOT consent to electronic forms. In addition, all year-end tax returns/reports will be paperless and available in the payroll software for viewing, downloading or printing by your system administrators per your company's user settings. Please note that consent will apply to ALL year-end forms an employee may receive – W-2, 1099, and 1095-C.

If you do not currently utilize Employee Self-Service for your employees, this must be set up prior to initiating the consent. Contact your Payroll Specialist for more information as soon as possible. An email address for every employee is required to use Employee Self-Service.

To activate this service, please complete and submit the form below to your Payroll Specialist or payroll@accupay.com as soon as possible but no later than December 2, 2026.

I understand and agree that paper year-end forms, including W-2, 1099, and/or 1095-C, will not be produced for the tax year 2026 forward for any employees who consent to electronic-only copies. I authorize AccuPay to activate this online consent form for my employees and understand that AccuPay will only produce paper copies of forms for employees who do not consent. I understand that it is ultimately my responsibility, as the employer, to ensure all employees receive year-end forms timely and will not hold AccuPay liable should employees not be able to access the electronic copies due to Internet issues, user error, or other issues beyond AccuPay's control. I understand that I will have access to electronic copies of all year-end forms and agree to print or otherwise provide any necessary copies to employees who are unable to obtain them online.

Furthermore, I understand that all future quarterly tax reports will be provided in electronic form within the payroll system and will no longer be mailed or couriered.

☐ Please enroll my company in Employee Self-Service. I understand I must provide email addresses for all employees.

_____ _____

Printed Name Signature

_____ _____

Company/Organization Name Date