**RCUH Electronic W-2 Form Disclosures**

The IRS requires that the following disclosures be made available to you:

(1) Employees wishing to receive their 2012 W-2 form electronically must furnish consent to do so on the RCUH Employee Self-Service system.

(2) The consent will remain in effect each year until it is withdrawn by the employee on the RCUH Employee Self-Service system, or the W-2 forms are no longer provided electronically by RCUH.

(3) If a paper W-2 form is required after the electronic W-2 form has been posted, a reissue of the W-2 form can be requested on the RCUH Employee Self-Service system. A $25.00 fee will be assessed for reissued W-2s. The request for a paper statement will not be considered a withdrawal of consent and consent must be withdrawn for future W-2s, if desired.

(4) Withdrawn consent does not apply to previously issued W-2 forms.

(5) Updates of mailing addresses and email addresses must be submitted on the RCUH Employee Self-Service system.

(6) The RCUH Employee Self-Service system will not be available for changes to mailing or email addresses from January 11 to January 17, 2013. However, submitting or withdrawing consent **will** be available during these dates.

(7) Employees will be notified by email if the contact information for RCUH changes, or if the W-2 forms will be no longer be available on the RCUH Self-Service system.