



innovative national value outsourcing

Electronic W-2 Consent Form

INVO PEO offers employees the opportunity to receive their Form W-2s electronically.

Benefits of receiving an electronic Form W-2:

- Earlier access each year
- Eliminates the possibility of lost or stolen statements
- Better security for sensitive information
- Reprint of additional copies as needed
- Access W-2 via computer, smart phone, or tablet
- Reduces paper and helps the environment

Electronic W-2s will be provided to employees via the INVO PEO Employee Self-Service (ESS) Module. To access the ESS Module, visit www.invopeo.com/employee.

Employees who do not opt for electronic W-2 delivery will receive a paper W-2 copy in the U.S. mail. All W-2s will be postmarked by January 31, the required date set by the Internal Revenue Service (IRS).

Please select one of the options below:

Yes, I want to receive my W-2 statement electronically via the ESS Module.

No, I do not wish to receive my W-2 electronically at this time.*

Name (Print):

Email Address:

Company Name:

Signature:

Date:

*** Employees who initially opt out of electronic W-2 delivery can later update their choice by logging into the ESS Module and completing the online consent authorization form found within the 'Payroll' tab.**

All changes to the delivery of your W-2 must be made by December 15 of the corresponding calendar year. Any changes or electronic requests made after this date will go into affect the following year.

You may revoke your consent for an electronic W-2 delivery at any time prior to the cut off date by contacting hr@invopeo.com.