

# Disclosure Statement for Electronic Access to W-2 Wage & Tax Statements

## General

- Your W-2 Wage & Tax Statement can be accessed by you online after you give your electronic consent. If you do not consent to electronic delivery, your W-2 will be furnished to you on paper via U.S. Mail and the electronic version will NOT be available.
- You will only need to consent one time during your employment with Minnesota State Colleges and Universities. If you are an employee at more than one college or university, your consent applies for ALL Minnesota State Colleges and Universities. The consent will be effective for all W-2 Wage & Tax Statements issued to you by Minnesota State Colleges and Universities for current and future years unless you withdraw your consent as noted below. You will be notified by email and in Student e-Services when your W-2 Wage and Tax Statement is available electronically. The notification will state "IMPORTANT TAX RETURN DOCUMENT AVAILABLE."
- You will have access to your electronic W-2 Wage and Tax Statements even when no longer actively enrolled in a Minnesota State College or University. For help in accessing your Student e-Services account, please contact the HelpDesk at 1-877-GO-MNSCU.
- If you wish to obtain a paper copy of your W-2, you can do so by sending a written request (including your full name, student identification number, and your college/ university) to:

Minnesota State Colleges & Universities  
Tax Services  
30 7th St. East, Suite 350  
Saint Paul, Minnesota 55101

A request for a paper copy will not be treated as a withdrawal of your electronic consent.

## Software/Hardware Requirements

The hardware and software requirements needed to access the W-2 Wage and Tax Statement electronically include an internet connection, web browser, and Adobe Acrobat reader or similar PDF reader software.

Form W-2 may be required to be printed and attached to a Federal, State, or local income tax return.

## Keep Your Contact Information Updated

- Keep your contact information current even after you no longer attend Minnesota State Colleges and Universities. Update your contact information in Student e-Services. Keeping your contact information updated will help us to deliver your tax forms successfully.

- You will be notified if furnishing the W-2 in an electronic mode is no longer feasible.

### **Withdrawal of Consent**

- After you have given your electronic consent, you may withdraw it by sending a written notice via U.S. mail to :

Minnesota State Colleges & Universities  
Tax Services  
30 7th St. East, Suite 350  
Saint Paul, Minnesota 55101

Contact email and phone:

[tax@minnstate.edu](mailto:tax@minnstate.edu)

651-201-1730

- State in the notice that you are requesting that your consent to receive form W-2 Wage & Tax Statement electronically be withdrawn. The written notice must include your full name, your college/university, your student identification number, your phone number, and your email address.
- The withdrawal of consent will take effect within 30 business days of receipt by the Minnesota State Colleges and Universities System Office Tax Services. You will be notified that your withdrawal of consent is completed by email.
- A withdrawal of consent does not apply to a statement that was furnished electronically before the date on which the withdrawal takes place.