**Starting this year, instead of paper copies, employees may choose to receive their W-2 statement electronically.**

The benefits of receiving an electronic W-2 statement are:

- Earlier access
- Significantly less possibility that the W-2 may be lost or stolen
- Access electronically if the employee is away from his/her usual home or work location
- Compensation and tax withholding information may easily be downloaded into many tax preparation software programs

**Please read this entire notice** and, if you wish to receive all future W-2 statements from the District electronically, provide your consent as instructed below. If you do not provide this consent by January 3rd, you will continue to receive a paper copy of your W-2 statement.

Employees who wish to receive their W-2 electronically, must:

> Go to mycvtd.com and login. Click on the link "Consent for Electronic W-2 Statement." Sign it and e-mail (mspackman@cvtdbus.org) or turn it in to the Office Supervisor. If you are unable to provide consent in this preferred manner, please contact the Office Supervisor no later than December 20th.

An employee who chooses to receive his/her W-2 statement electronically may withdraw consent. The employee's withdrawal of consent will be effective on the date it is received and the Office Supervisor will confirm in writing or by e-mail the effective date of the consent withdrawal. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued. This consent will cease if the employee is no longer employed by the District.

To withdraw your consent, send an e-mail or written notice to:

> **Office Supervisor**
> **Cache Valley Transit District**
> **754 W 600 N**
> **Logan, UT 84321**
> **Phone #: 435-792-3023**
> **E-mail: mspackman@cvtdbus.org**

In addition, an employee's written request to receive a paper copy will be considered a withdrawal of consent for electronic delivery.

If an employee consents to electronic W-2 delivery and the delivery is unable to be made due to a technical problem, incorrect login or password, incorrect e-mail address, the employee will receive a paper copy. If there is any change in how to receive electronic delivery, employees will be notified immediately via e-mail or written notice. Employees are also required to inform the

Office Supervisor promptly of any personal address or status changes through the company intranet or by written notification.

If you completed the electronic consent correctly, you will receive an e-mail notification no later than January 31st with the subject line "Important Tax Return Document Available." You may then login to mycvtd.com to access your electronic W-2 statement.

**Your signature below is your authorization for electronic receipt of your W-2.**

**Print Name: _____ Badge #: _____**

**Signature: _____ Date: _____**