

Consent Form for Electronic Pay Stubs and W-2

Electronic Pay Stubs and W-2 Consent

The Episcopal Church in Hawai'i offers **ALL** employees online access to view, save and print pay stubs and W2 statements. If you elect to receive your paystubs electronically, you may still receive a hard copy by requesting one from the Diocesan Bookkeeper.

Pay Stubs

I understand that as an employee of The Episcopal Church in Hawai'i I can access copies of my pay stubs electronically by creating an employee login with the instructions provided. Paystubs are available to all employees regardless of pay method. I understand that this election will remain in effect until I change my election and it is my responsibility to inform you of any changes.

- I voluntarily elect to receive my paystubs electronically.
- I opt-out of receiving my paystubs electronically.

W2 (options)

I understand that my year end W2 can be accessed through the PayChex website for retrieval on or before **January 31st** of each year.

- I voluntarily elect to receive my **W2 electronically** - *QUICKEST, SAFEST, MOST CONVIENENT method.*
- Opt Out – I elect **not** to receive my W2 electronically and understand a **hard copy** will be available by **January 31st** of each year. My W2 will be mailed to my address on file. I am responsible and agree to notify The Episcopal Church in Hawai'i with any address changes. I understand that I may be charged a printing fee If my W2 is mailed to the wrong address and a duplicate copy is printed.

Online Access to your electronic Pay Stubs and W2

(Instructions will be e-mailed to you and hard copies are available upon request)

Print name: _____

Signature: _____ Date: _____