

**Pinellas County Schools**  
**Electronic Form W-2**  
**Employee Self-Service Instructions**

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**Pinellas County Schools employees may elect to exclusively receive their W-2 statement online through the Employee Self Service website. Please read the entirety of this notice and provide your consent to receive your Form W-2 and all future Form W-2's exclusively in electronic format.**

As required by the Internal Revenue Service (IRS), Pinellas County Schools must provide all employees a Form W-2 Wage and Tax Statement each calendar year. The Form W-2 details the employee's wages, tax withholding and other important payroll information.

As an alternative to the paper Form W-2 all "active" Pinellas County Schools' employees may elect to receive their Form W-2 electronically through the Employee Self Service (ESS) System. In January, you will receive an email communication announcing the availability of the most current Form W-2's for viewing and printing. The online W-2 will display the same information in the same format as the current paper statements including all required copies. The electronic W-2 can be printed and attached to a federal, state, or local income tax return.

### **Advantages of the electronic Form W-2 Wage and Tax Statement**

- Earlier employee access to the Form W-2 Tax and Wage Statement.
- Access to the form is securely protected through PCSB's ESS portal.
- The electronic Form W-2 can never be lost, stolen, delayed or misplaced.
- Accessibility to the electronic Form W-2 from anywhere the employee has access to a computer connected to the internet.
- Employees can retrieve their W-2 statements at any time of day and on weekends.
- Employees can print multiple copies at their convenience.
- Employees are contributing to cost savings (forms, printing and postage expense) for the district.

### **Consent to Receive Form W-2 in electronic format in lieu of paper form**

The IRS allows the use and distribution of Form W-2 in electronic form in lieu of paper forms. In order to do so, employees must consent to receive their Form W-2 Wage and Tax Statements in electronic format. Once consent is given it carries forward each year and does not need to be repeated.

#### **To consent to the electronic W-2 format please follow these steps:**

- Go to the PCSB Employee Self Service (ESS) website <https://ess.pcsb.org/>
- Click the Login button
- Enter your PCSB network user ID and Password.
- Select W2 (from the list on the left)
- Under W2 Delivery Options, click the radio button next to "Review and Print My Own W-2 Form".
- You will temporarily see a verification of your selection below the radio buttons that says "I have consented to receive my W-2 Form electronically".
- You may also verify your selection by viewing a different webpage on ESS and returning to the W2 webpage. If the radio button next to "Review and Print My Own W-2 Form" is highlighted your consent took place.

### **Disclosure Notices**

*Employees who consent to receive their Form W-2 Wage electronically will not receive a paper copy of the Form W-2. If an employee does not consent, they will continue to have a paper copy of the Form W-2 ponied to their work site if they are a full-time employee or mailed to their address on file if they are a part-time employee. An employee can change his/her option and withdraw consent to online delivery by clicking the radio button next to "Default: PCS Prints My W-2 Form" under W2 Delivery Options on the W2 webpage of employee self service.*

*An employee who chooses to receive the Form W-2 online can also receive a paper copy by submitting a [W-2 request form](#) to the Payroll office. Requesting a paper copy does not withdraw the employee's consent for electronic delivery of future W-2 statements.*

*If consent is withdrawn, it will only be effective for W-2 Wage and Tax Statements not yet issued. If you consented to receive your W-2 electronically and terminate employment with Pinellas County Schools, you will not be able to access your form W-2 through ESS. However, a paper Form W-2 will be mailed to your address on file by the IRS deadline.*