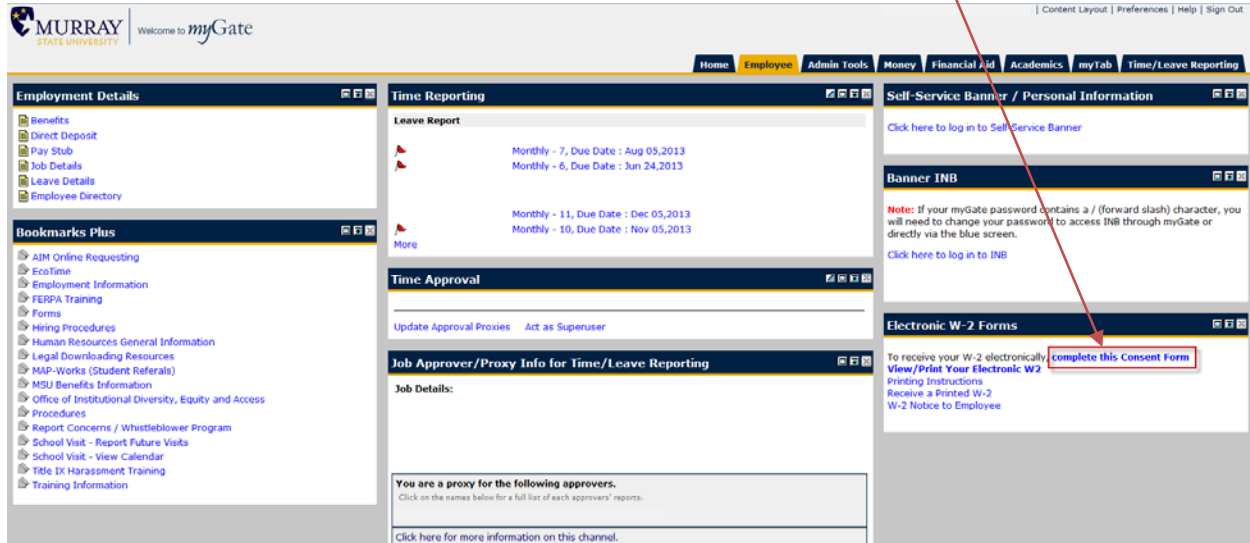


## How to receive your W-2 electronically

You will be able to print your W-2 online from the myGate website. First, you must consent to receive your W-2 electronically. If you choose to receive your W-2 electronically, you will need to print your W-2. You can print from any computer with a printer. You will not receive a printed copy from Murray State University. If you would like your W-2 electronically please follow these steps.

1. Go to the myGate page – Employee Tab. Click on the Electronic W2 Consent Form link.



The screenshot shows the myGate website interface. The top navigation bar includes links for Home, Employee, Admin Tools, Money, Financial Aid, Academics, myTab, and Time/Leave Reporting. The main content area is divided into several sections: Employment Details, Bookmarks Plus, Time Reporting, Time Approval, Job Approver/Proxy Info for Time/Leave Reporting, Self-Service Banner / Personal Information, Banner INB, and Electronic W-2 Forms. A red arrow points from the 'Electronic W-2 Forms' section to a box labeled 'complete this Consent Form'.

2. Please read the information and click on the box next to “Consent to receive W-2 electronically”. Click the submit button. There will be a confirmation message at the top of the screen.

Electronic W-2 consent was submitted successfully. ← Confirmation message after the Submit button has been selected

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Human Resources or Payroll office.

A paper copy of your W-2 may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

**Selection Criteria** My Choice

Consent to receive W-2 electronically:

**I understand the instructions provided to me for accessing and printing my electronic W-2 form.**


[ Return To Tax Forms Menu ]

RELEASE: 8.9

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If you would like to confirm how you will receive your W-2, please go back to the myGate page and click on the Electronic W2 Consent Form link. If you see a check in the “Consent to receive W-2 electronically” box, then you will receive your W-2 electronically. If there is no check mark in the box, then you will receive a **paper** W-2 from Murray State University, via the US Postal Service, mailed on or before January 31<sup>st</sup>.

[RETURN TO TAX MENU](#) | [SITE MAP](#) | [HEL](#)

 Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

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A paper copy of your W-2 may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

**Selection Criteria**

**Consent to receive W-2 electronically:**

**My Choice**

If there is a check mark in this box, your W-2 will be available on myGate. If there is no check mark, you will receive a printed copy in the mail.

**I understand the instructions provided to me for accessing and printing my electronic W-2 form.**