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## Electronic W-2 Forms: Frequently-Asked Questions

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**1. Is there a deadline for electing to receive a W-2 electronically?**

Yes. The ESS enrollment period is 1/1/XX through the last Friday each year for the current tax year. This period will remain constant each year. Once enrolled, you will remain enrolled unless you make a subsequent change to opt out.

**2. I still need a paper copy of my W-2 to take to my accountant. Will I be able to print it?**

Yes. The electronic version in ESS can be printed/saved at your convenience.

**3. How will I know when my W-2 is available for viewing?**

Notification that the W-2 is available for online viewing/printing/saving will be sent via exchange email to all Commonwealth employees. The email will be sent on the day the W-2 is available, which will be January 7 of each year.

**4. What happens if I elect the electronic W-2 but then separate employment before it is available online?**

All separated employees will receive a paper copy of their Form W-2 in the mail.

**5. I am currently working as an Annuitant or Intern. Can I still opt for the electronic form?**

Yes. As long as you are currently active in the HR/Payroll system (SAP) and are an ESS user, you can elect the electronic form. If you are not physically working when the form becomes available, you can still access it by logging into ESS from a remote computer.

**6. I am a dual employee with the Commonwealth. Can I view both of my W-2s electronically?**

If you have ESS access in both positions, you can view both. Otherwise you will only be able to view the one related to the personnel number in which you have ESS access. A paper W-2 will be mailed for your other personnel number without ESS access.

**7. I elected the electronic option during onboarding. Do I have to enroll again?**

No. You will remain enrolled unless you make a subsequent change to opt out.