

## Required Disclosures

To facilitate the process of furnishing Form W-2s to employees, the IRS now allows employers to provide Form W-2 to employees electronically, if the employee consents. If an employee does not provide consent, a paper copy of Form W-2 will be provided to the employee and the electronic version will not be available.

The IRS requires the following disclosures:

- You only need to consent one time during your employment with the State.
- Once you have provided consent, that consent will be used for all future years you are employed by the State (unless withdrawn).
- You can withdraw consent by providing a written statement indicating that you wish to receive a paper W-2. The statement must include your full name, employee ID, mailing address and signature. The statement should be sent to:

W-2 Consent  
Minnesota Management & Budget  
658 Cedar St., STE 400  
Saint Paul, MN 55155-1616 or  
faxed to: 651-296-8325

- The withdrawal of consent will take effect within five days of receipt by Minnesota Management & Budget. You will be notified that your withdrawal of consent is completed when you log into Self Service. The consent screen will appear asking you to select whether to receive an electronic W-2 or not. This will allow you to confirm your choice. By choosing YES, you will be able to go back to receiving an electronic W-2. By choosing NO, you can confirm that you want a paper W-2.
- You cannot withdraw your consent if paper W-2s have already been printed or produced. In this case, your withdrawal of consent would be effective for the following year.
- You may be required to print the Form W-2 and attach it to a federal, state, or local tax return.
- You will be notified if furnishing the Form W-2 in an electronic mode is no longer feasible.
- Form W-2s are retained per IRS regulations.
- Electronic W-2s will be available as soon as practical each January. You will be notified when Form W-2s are available electronically. The notification will state "IMPORTANT TAX RETURN DOCUMENT AVAILABLE." The State of Minnesota follows IRS regulations, and paper Form W- 2s will be mailed no later than January 31.

## Software Requirements:

### Browsers

- Mozilla Firefox 102 ESR or 105 RR The Print Link in Self Service may print some pages too small to be readable when using Firefox.
- Apple Safari 14.1.2 or 15.6.
- Google Chrome 106+.
- Microsoft Edge (Chromium) 106+.
- Other web browsers may work however, they may not be supported.

## **Operating Systems:**

- Apple iOS 14, 15, 16.
- Google Android (10, 11, 12).
- Microsoft Windows x64 (64-bit) Versions (10, 11, 2019, 2022).
- Other operating systems may work; however, they may not be supported.

## **Other**

- Adobe Acrobat Reader DC 2023.006.20320 or higher. (<https://get.adobe.com/reader/>)
- **Hardware Requirements:**
  - General end user workstation hardware requirements are as follows:
    - We recommend at least 80GB of free disk space.
    - While additional memory is generally beneficial, 8 GB is the minimum recommended.
    - 2.0 GHz or higher Pentium or equivalent processor.
  - Display resolution of 1280 x 1024 or higher (for laptops a display resolution of 1280 x 800) for best display results.

## **Reminder**

To keep your contact information current, select About Me on the State of Minnesota Employee Self Service landing page. Update your information so it is current should your employer need to contact you.