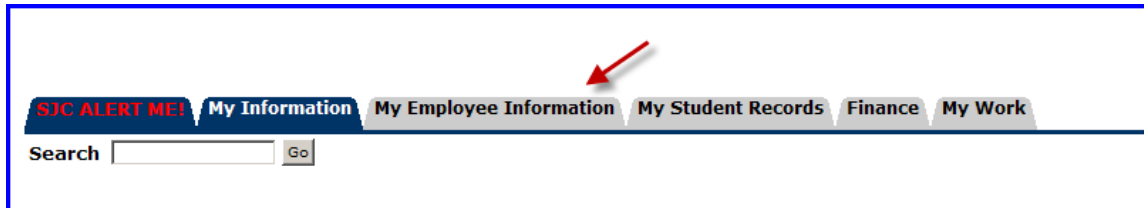


Opt in for Electronic W-2

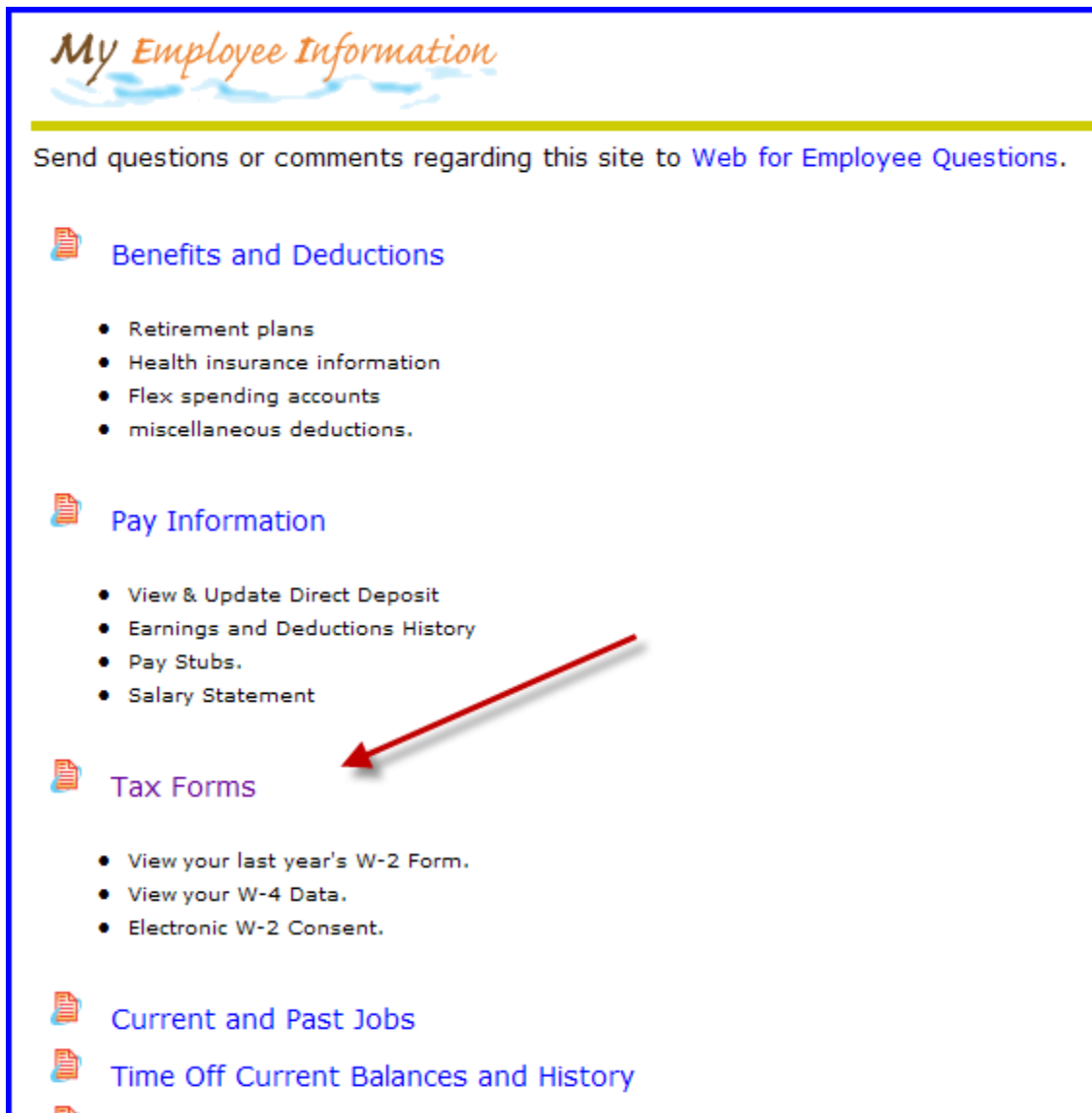
Log into the SOS system.

Select the “My Employee Information” tab



Select Tax forms.

Note: You may see other options in addition to what you see in the screenshot below.



Opt in for Electronic W-2

Select “Electronic W-2 Consent”

W-4 Tax Exemptions/Allowances
W-2 Year End Earnings Statement
(Available after December 2002.)
Electronic W-2 consent

RELEASE: 8.6

Please read the information regarding the electronic W-2. When you make this choice it will remain in effect until you choose to change it or leave employment with SJC. At any time you may request a paper W-2 form the payroll office should you need one. Select the check box and click submit to make this choice.

Electronic W-2 Consent

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 Payroll office.

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