

## Electronic Regulatory Disclosure Statement – Forms W-2 and 1095-C

- If an employee does not consent to receive electronic versions of their regulatory statements, they will continue to be furnished regulatory statements on paper. Paper forms W-2 and 1095-C will be mailed to the employee's W-2 address in January. If no W-2 address is on file, forms will be mailed to the employee's Mailing address. If no Mailing address is on file, forms will be mailed to the employee's Home address.
- An employee's consent to receive regulatory statements in electronic format only is effective for all future periods until consent is withdrawn or the individual is no longer employed by the University. Former employees who retain an mtu.edu e-mail address may elect to re-consent. E-mail notices will be sent when regulatory statements are available for access on Banweb each January.
- After giving consent, an employee may still request paper regulatory statements by contacting Human Resources in writing. A request for a paper regulatory statement will not terminate consent to receive electronic regulatory statements for future periods.
- An employee may withdraw his or her consent by unchecking the My Choice box on the Electronic Consent page in Banweb. This removal of consent is effective immediately. Consent may also be withdrawn by contacting Human Resources in writing. Upon receipt of the withdrawal notice, Human Resources will send a written confirmation of withdrawal via e-mail or U.S. mail. The withdrawal of consent does not apply to a regulatory statement that is furnished electronically before the withdrawal of consent is processed.
- The University will not provide regulatory statements electronically to former employees whose @mtu.edu e-mail is revoked. Paper forms will be mailed to the former employee's W-2 address in January. If no W-2 address is on file, forms will be mailed to the former employee's Mailing address. If no Mailing address is on file, forms will be mailed to the former employee's Home address. Additional copies of regulatory statements may be obtained in the aforementioned methods.
- It is the responsibility of the employee to notify Human Resources of any changes to contact information, such as name and address changes. Changes can be made through Banweb or by contacting Human Resources.
- Regulatory statements may be required to be printed and attached to a federal, state or local income tax return.
- The hardware and software requirements needed to access and print the regulatory statements electronically include a computer with an internet connection, web browser and printer.
- The electronic version of regulatory statements will be available through Banweb for at least 3 years from its original posting date.