

Electronic Delivery of IRS Forms

The University has a system for electronic delivery of IRS forms, including but not limited to the W-2 and the 1095. According to regulations, in order to receive an electronic copy of your form, there must be a signed consent on file with the University. The University is in the process of reviewing and renewing its consent forms and is providing the following information to you along with the consent statement allowing the University to send you the documents electronically. Please review the information and submit a signed consent form if you wish to continue receiving electronic IRS forms from the University.

SCOPE & DURATION:

The consent to receive electronic documents applies to all required IRS-related notifications, including the annual W-2 and the annual 1095 (healthcare). Consent shall remain effective throughout the continuous or intermittent employment of the individual until the individual: (1) withdraws consent by the action defined below; or (2) is formally separated from the University; or (3) is not employed on an intermittent basis for one calendar year or greater.

EFFECT:

By consenting to electronic delivery, you will not receive duplicate paper copies. By declining consent for electronic delivery, you will receive only paper forms that will be delivered by hand or mail. Individuals may request duplicate specific paper copies of forms by contacting the Human Resource Office in writing at the electronic or postal address provided below.

WITHDRAWING CONSENT:

Consent to receive electronic delivery may be withdrawn by written notification to the University of Dallas Human Resource Office. The withdrawal will take effect 30 days following delivery of withdrawal notification, at which time all present and future documents will be delivered only in paper format by hand or mail. The Human Resource Office will confirm receipt of the withdrawal notification by electronic response. Withdrawal cannot be applied retro-actively, so all prior documents will remain in electronic format. Requesting that a paper form or document be printed for your convenience or extraordinary necessity does not serve as notice of withdrawing consent. Election by the University from time to time to deliver paper copies of a form does not terminate the consent.

TERMINATION:

Following separation from the University, electronic delivery will cease. Former employees will receive forms by mail.

DELIVERY INFORMATION:

Contact information, both postal mail and e-mail, must be kept current by the employee through the University's Banner system. All employees have access to the self-service portal of Banner, which is linked from the University's homepage, www.udallas.edu, menu for "My UD" and "BannerWeb". Former employees are obligated to maintain a current postal mail address on record with the University by providing the address in writing to the Human Resources Office.

Human Resource Office contact information: hr@udallas.edu
1845 E. Northgate Dr.
Irving, Texas 75062
972-721-5382

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CONSENT FOR DELIVERY OF ELECTRONIC FORMS

I have received and reviewed the information titled "Electronic Delivery of IRS Forms". I instruct the University to provide to me IRS forms, including the W-2 and 1095, to the primary e-mail address recorded in the University's "Banner" system. I will confirm and maintain my contact information so that it is correct. I understand that if I participate in electronic delivery, I will not receive hardcopy duplicates by postal mail. I understand that I may withdraw this instruction according to the provided instructions.

NAME: _____

SIGNATURE: _____

DATE: _____

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