



**Cortland County  
Personnel/ Civil Service**

60 Central Avenue  
Cortland, NY 13045-2746  
607-753-5076

[www.cortland-co.org/personnel](http://www.cortland-co.org/personnel)

**Laurie Leonard  
Personnel Officer**

**Pam Abbott  
Deputy Personnel Officer**

**Consent to Electronic Delivery of Forms W-2- Wage and Tax Statement  
And Direct Deposit Notification**

Dear Employee of Cortland County,

IRS Regulations requires an employer to receive affirmative consent from its employees in order to deliver Forms W2 and Direct Deposit Notification electronically. This correspondence will provide you with disclosures required under IRS Regulations. If after reading the disclosures below you choose to have your W2 and/or Direct Deposit Notification delivered electronically, please return this consent form.

Name of Employee \_\_\_\_\_

**Consent to electronic W2 delivery:**  Yes (check the box indicating your consent)

**IMPORTANT DISCLOSURE INFORMATION**

1. If you do not consent to electronic delivery, you will receive a paper W2.
2. Your consent to electronic delivery will apply to all future W2s unless consent is withdrawn by you (see point 4 below)
3. If for any reason you would like a paper copy of your W2 after you have consented to electronic delivery, you may submit a request via e-mail or send a written request. Requesting a paper copy of your W2 will not be treated as a withdrawal of consent.
4. If you would like to withdraw your consent to electronic delivery, you may submit a notice via email or send a written request. Your consent is considered withdrawn on the date the Employer receives your written request to withdraw consent. The Employer will confirm the withdrawal and its effective date in writing. A withdrawal of consent does not apply to a W2 that was e-mailed to you in accordance with IRS Regulations before the effective date of the withdrawal of consent.
5. The Employer will cease providing Forms W2 to you electronically if you provide a notice to withdraw consent, if you are no longer employed by the Employer or if regulations change to prohibit the form of delivery.
6. If you need to update your contact information that we have on file, e-mail the updated form.
7. We will notify you if there are any changes to the contact information of the Employer.
8. You will need a computer, printer and Adobe Acrobat software to access, print and retain your W2.
9. Your W2 may be required to be printed and attached to a federal, state or local income tax return.

Please send all consent, withdraw from consent, and updates to information to [pers-payroll@cortland-co.org](mailto:pers-payroll@cortland-co.org)

**Consent to electronic Direct Deposit Notification delivery:**  Yes (check the box indicating your consent)

**IMPORTANT DISCLOSURE INFORMATION**

If you wish to have your direct deposit notification emailed rather than receiving a paper copy, please authorize below by printing and signing your name and providing a valid email address. This can be either your work email address or a personal email address.

The County makes no guarantees about the security of this information if you choose to have it delivered to a private email address. It is your responsibility to keep your email address current with us if you choose to provide it.

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Printed Name

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Signature

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E-mail address