Electronic W-2 Consent Form

Fronteer Professional Services is required by the Internal Revenue Service (IRS) to provide each employee with a W-2 Form that states the employee's compensation and tax withholding amounts for the calendar year on or before January 31st of the following year. The IRS permits the use of electronic Form W-2s to meet this requirement. Instead of paper copies, employees may choose to receive their Form W-2s electronically.

The benefits of receiving an electronic Form W-2 are:

- You have access to your Form W-2 earlier than those employees who receive it via U.S. Postal Service.
- The Form W-2 is a legal document which contains your social security number and annual earnings which may be compromised in the event it is lost in the mail or misplaced.

Disclosure Notice:

- IRS regulations require that employees must affirmatively consent to receiving their Form W-2 electronically.
- An employee who consents to receiving their Form W-2 electronically via email will not receive a paper copy. If an employee does not consent to electronic delivery, they will continue to receive a paper copy of the Form W-2.
- An employee who elects to receive their Form W-2 electronically via email can also receive a paper copy of the Form W-2 by contacting Fronteer Professional Services at (701) 258-9848 or customerservice@fpspayroll.com. A request for a paper copy does not withdraw the employee's consent for electronic delivery of future Form W-2s.
- An employee's consent to receive the Form W-2 electronically will remain in effect indefinitely. An employee can withdraw their consent and request a paper Form W-2 at any time. An employee can withdraw their consent to electronic delivery by emailing customerservice@fpspayroll.com. If consent is withdrawn, it will be effective only for those Form W-2s that have not yet been issued.
- Employees should be aware that the Form W-2, even when provided electronically, may need to be attached to their annual tax returns, including federal, state, and local tax returns.
- Once the Form W-2s have been finalized by Fronteer Professional Services, employees who have consented to electronic delivery of the Form W-2 will receive a secure email to the email address on file with Fronteer Professional Services from notify@fpspayroll.com with a copy of their Form W-2 attached.
- The hardware and software requirements needed to access the electronic Form W-2 include an internet connection, a web browser or other software to access your email account, and Adobe Acrobat Reader or a similar PDF reader software.
- It is the employee's responsibility to notify Fronteer Professional Services of any changes to their personal information by emailing customerservice@fpspayroll.com or calling Fronteer Professional Services at (701) 258-9848.

I understand that by signing below, I consent to receive the Form W-2 in an electronic format in lieu of receiving a paper copy. I also understand that I may withdraw my consent at any time as outlined above.

Employee Name (Please Print) _____ Employer _____

Employee's Email Address (Please Print Legibly) _____

Employee Signature _____ Date _____

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