



**MEMORANDUM**

To: Employees

From: Payroll Services

Re: Online Availability of W-2 Forms

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Employees have the option to view and print their W-2 form through Trojan Web Express. Employees must provide consent for online delivery of the W-2 form through Trojan Web Express. Those employees who do not provide consent to online delivery will continue to receive a paper W-2 form through the mail and will not have access to view the form online.

How to accept or decline online delivery for W-2 forms:

1. Log on to Trojan Web Express
2. Select "Employee"
3. Select W-2 Tax Electronic Consent
4. Select "accept" to allow online delivery and online viewing of the W-2 form or select "decline" to receive a paper W-2 form in the mail and decline online viewing.
5. Click "OK"
6. Click on the print button to print this page if needed

How to view and print the W-2 form:

1. Log on to Trojan Web-Express
2. Select "Employee"
3. Select W-2 Tax Statements
4. Select and Click on the appropriate year to view
5. Click "OK"
6. Click on the print button to print

An employee's election to accept or decline online delivery of the W-2 form automatically carries forward to subsequent reporting years. An employee may change the election at any time by following the process above. If an employee takes no action, he or she will continue to receive paper W-2 forms by mail and will not have access to the W-2 form online. Employees who separate employment during the tax year will automatically receive a paper W-2 form by mail.

Please direct questions concerning this change to Payroll Services at (334) 670-3117 or (334) 670-3118.