

Access Your W-2 Electronically



Many of you already use the Employee Self-Serve Payroll Portal for online access to your payroll information. This provides better, quicker access to paycheck statements without the wait of regular mail. Plus, the online statements can be retained and retrieved electronically for multiple years.

**NOW – you can *sign-up* to access your annual W-2 form through the Employee Self-Serve Payroll Portal.** To receive this service, you must provide your written consent. Please complete the information at the bottom of the page and send it in to Beverly Trivanovich at the email address below.

**What is a W-2?** Also known as the Wage and Tax Statement, Imagine is required to send you and the Internal Revenue Service (IRS) a report of your annual wages and the amount of taxes withheld from your paychecks.

**What is the Benefit of obtaining a W-2 online?**

You can access the document as soon as it is uploaded to the system on or before January 31st.

**What happens if I don't sign up for the Employee Self-Serve Payroll Portal?**

You will receive your W-2 through the US Mail. Imagine is required to print and mail the W-2 no later than January 31st.

**Do I sign-up every year, or just once?** Just once. Your written consent lasts for the duration of your employment or until you decide to withdraw your consent.

**If I sign-up, can I change my mind and withdraw consent?** Absolutely! Provide written notification to withdraw your consent to Imagine's Payroll Department by DECEMBER 31 of the year prior the W-2 is issued.

22222		Employee's social security number		OMB No. 1545-0008	
b Employer identification number (EIN)		1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's first name, address, and ZIP code		3 Social security wages		4 Social security tax withheld	
		5 Medicare wages and tips		6 Medicare tax withheld	
		7 Social security tips		8 Allocated tips	
d Control number		9		10 Dependent care benefits	
e Employer's first name and initial Last name Suffix		11 Nonqualified plans		12a	
		13		12b	
f Employer's address and ZIP code		14 Other		12c	
		15		12d	
16 State Employer's state ID number		18 State wages, tips, etc.		17 State income tax	
		19 Local wages, tips, etc.		20 Local income tax	
		20 Locality name			

Form **W-2** Wage and Tax Statement **2019** Department of the Treasury—Internal Revenue Service  
Copy 1—For State, City, or Local Tax Department

Complete the information below and return it to Imagine Enterprises by mail, email or fax as indicated below. *If we do not receive your form by December 31st, your W-2 will be mailed.*

- Mail: PO Box 2056, Alvin, TX 77512
- Email: [beverly.trivanovich@imagine-enterprises.org](mailto:beverly.trivanovich@imagine-enterprises.org)
- Fax: 866-672-6062

**Questions?** Contact Beverly Trivanovich at the email above or call at 832-725-5582.

**Select one option below:**

I consent to receive my W-2 electronically by using the Employee Self Service portal for the duration of my employment or until this consent is withdrawn.

I DO NOT want my W-2 electronically and want to receive a printed W-2 through the US Mail.

CDS Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Employer(s) – Please list all: \_\_\_\_\_

Your Email Address: \_\_\_\_\_