



Note: This form should only be completed if you have previously filed a Withdrawal of Electronic W-2 Consent with Payroll Department.

SHELBY COUNTY SCHOOLS PAYROLL DEPARTMENT

CONSENT FOR ELECTRONIC DELIVERY OF FORM W-2

Instructions: Use this form to consent to electronic-only delivery of your Form W-2. Consent will be effective on the date received by Shelby County Schools Payroll Department and will only be effective for W-2 Forms not yet issued.

Send the completed form to Shelby County Schools Payroll Department, 160 S. Hollywood Room 130, Memphis, TN 38112. You may also fax the form to (901) 416-5766 or email the form to PayrollQuestions@scsk12.org.

The District provides on-line access to your Form W-2 information on the Employee Portal website. To withdraw consent to electronic-only delivery after this form has been submitted, go to the Employee Portal or the Employee Forms section of the Payroll website and complete a new *Withdrawal of Consent for Electronic Form W-2* form to receive your Form W-2 via U.S. mail.

Employee Information

Last Name _____ First Name _____

Employee ID No. _____ Phone _____

Employee Portal

<https://hrportal.scsk12.org/hrempportal/>

I consent to electronic-only delivery of my Form W-2 and request that the School Board of Shelby County, TN no longer mail a printed Form W-2 to my address of record.

Employee Signature

Date

Shelby County Schools offers educational and employment opportunities without regard to race, color, creed, national origin, religion, sex, age or disability and adheres to the provisions of the Family Rights and Privacy Act (FERPA).