



SHELBY COUNTY SCHOOLS

Payroll Department

WITHDRAWAL OF CONSENT FOR ELECTRONIC FORM W-2

Instructions: Use this form only if you have consented to electronic-only delivery of your Form W-2, but you have changed your mind and now want Shelby County Schools (District) to send you your Form W-2 via U.S. mail. Withdrawal of consent will be effective on the date received by Shelby County Schools (District) Payroll Department and will only be effective for W-2 Forms not yet issued. Mail or bring the completed form to the 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 web site. To change back to electronic-only delivery after this form has been submitted, go to the Employee Portal Documents/Links section and complete a new Consent for Electronic Delivery of Form W-2 form to receive your Form W-2 electronically.

Employee Information

Last Name _____ First Name _____

Employee ID No. _____ Phone _____

Employee Portal

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

Reason

Explain reason for withdrawal of consent below.

I withdraw my consent to electronic-only delivery of my Form W-2 and request that Shelby County Schools 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 Acts (FERPA).