

Access the [Gweb Information System](#) and follow these steps to receive an electronic W2 form.

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THE GEORGE WASHINGTON UNIVERSITY WASHINGTON DC

GWeb
Information System

Personal Information Menu **Employee Information**

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Employee Information

HIRS The George Washington University makes every reasonable effort to record and provide accurate, current information. However, in the event that the information contained herein is incorrect, or a clerical error was made, or information has erroneously been omitted, the University shall not be held liable for any special, consequential, exemplary, or other damages or losses that may directly or indirectly result from the viewer's use of or reliance upon, this material. Therefore, please carefully read the information herein, proofread your changes and report any inaccuracies to the Human Resources or Benefits Administration or Payroll Services.

Human Resources Services

- Open Enrollment**
Welcome to Open Enrollment 2010. The Open Enrollment period begins **10/12/2009** and will end **10/30/2009**. You must complete your elections by October 30th to ensure coverage for 2010. For questions or assistance call the Benefits Call Center at 1-888-4GWUBEN (1-888-449-8236). [Click here](#) to review, change or select new benefits.
- Retirement Benefits**
Please visit [MyRetirementPlan.gwu.edu](#) to access your retirement accounts. This new Web site hosted by Fidelity Investments will enable you to enroll with any investment provider, change your payroll contribution percentage and change investment providers.
- Benefits and Deductions**
View your current benefits elections.
For more information please visit the [Benefits Administration](#) or [Payroll Services](#)
- Pay Information**
[View your Easy View Paycheck - On-Line Direct Deposit Notification](#)
View your Direct Deposit breakdown.
View your Earnings and Deductions History.
View your Pay Stubs..
- Tax Forms**
View W-4 information.
View your W-2 Form.

The W2 electronic consent form is located in the Tax Forms section of Gweb.

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Tax Forms

- W-4 Tax Exemptions/Allowances View or Update
- W-2 Year End Earnings Statement
- W-2c Corrected Wage and Tax Statement
- Electronic W2 Consent**

RELEASE: 7.3.3

After you are notified the electronic W2 forms are available, return here to view and print your form.

Click Electronic W2 Consent to update your preference.

Electronic W-2 Consent - Microsoft Internet Explorer

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GWeb Information System

Personal Information Menu Employee Information

Search Go RETURN TO TAX MENU SITE MAP HELP EXIT

Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Payroll office.

Selection Criteria

	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

[Return To Tax Forms Menu]

RELEASE: 7.3.2

Check the box and click Submit to receive an electronic W2.

Once you have clicked Submit (the screen will not change) your consent has been updated and you may logout or return to the tax menu.