

## **Electronic W-2 Delivery**

El Paso County is pleased to offer electronic delivery of your W-2, shortening the delivery time and providing an eco-friendly option for distribution.

Simply log into MUNIS Self-Service portal at <https://elpasocountytx.munisselfservice.com/ess/default.aspx> and click on “Personal Information” from the menu bar on the right. Then click on “Tax form delivery”.

Once there, click on your W-2 Delivery Method to Self Service Only. Once this option is selected, you are now enrolled in electronic delivery.

Internal Revenue Service (IRS) regulations require El Paso County must obtain your consent before delivering your W-2 to you electronically. If you give your consent, you will annually receive your W-2 via El Paso County Employee Self Service (ESS) no later than January 31st.

### ***IMPORTANT DISCLOSURE INFORMATION***

- If you do not consent to electronic-only delivery of your W-2, El Paso County will send you a paper form via U.S. mail.
- If you do consent to electronic-only delivery of your W-2, El Paso County will not mail you a paper W-2.
- Access to electronic W-2s is only available to all active El Paso County employees.
- The hardware and software required to access your electronic W-2 includes a computer with an Internet connection, a Web browser and access to El Paso County Employee Self Service.
- Your consent is effective for W-2s issued for the current calendar year and all future periods until (a) you withdraw your consent or (b) you are no longer employed by El Paso County in which case a W-2 will subsequently be mailed to you.
- If you have consented to electronic delivery of your W-2, you may change your mind and withdraw consent at any time by logging into ESS and changing your W-2 Delivery Method.
- Withdrawal of consent will be effective on the date received by Payroll and will only be effective for W-2s not yet issued.
- If your employment at El Paso County ends, you will no longer have access to electronic W-2s. If you consent to electronic delivery of your W-2 but leave El Paso County before the electronic W-2 is available, you will receive a paper copy via U.S. mail.
- If you have consented to electronic delivery of your W-2, you may still request a paper copy of the W-2 from El Paso County Auditor’s Office Payroll & Benefits Reporting/Audit division. This request will not change the consent to receive future W-2s electronically.
- It is your responsibility to keep your contact information up to date. Address changes can be done on ESS, for additional information updating your address please contact Human Resources at 915-546-2218.

For additional information regarding W-2s please contact Auditor’s office, Payroll & Benefits Reporting/Audit division at [copayroll@epcounty.com](mailto:copayroll@epcounty.com).