



The School District of Osceola County, FL Electronic W-2 Consent Disclosure

The School District of Osceola County (SDOC) is required by the Internal Revenue Service (IRS) to provide each employee with a W-2 statement that includes the employee's compensation and tax withholding amounts for the calendar year on or before January 31st of the following year. The IRS permits the use of electronic W-2 statements to meet this requirement.

As an SDOC employee, you must provide consent to receive an electronic W-2 instead of a paper copy. This notice contains the IRS disclosure information required with that consent:

- If you do not provide consent, you will continue to receive a paper copy of your W-2 statement.
- After providing consent, all future W-2s will be made available electronically only, unless consent is withdrawn.
- If you are no longer employed with SDOC, consent will cease, and you will receive a paper copy of your W-2.
- You may withdraw consent at any time. Withdrawal of consent will be effective 30 days from the date it is received. The Payroll Department will confirm the effective date of the consent withdrawal in writing or by e-mail. If consent is withdrawn, it will only be effective for future W-2 statements.
- You are required to inform the Human Resources Department promptly of any changes in contact information, including personal address.
- If you provide consent, you will receive an e-mail notification no later than January 31st with the subject line "Important Tax Return Document Available".
- To view or print your W-2, use a computer or tablet to log in to the Employee Portal at www.employees.osceola.k12.fl.us, and navigate to W2s >> My W2.
- Electronic W-2 statements will be accessible for no less than 12 months following the calendar year applicable for the form.
- You may be required to print and attach your W-2 to your federal, state or local income tax return.

To withdraw consent, you must:

1. Send a written notice to:

SDOC Payroll Department
817 Bill Beck Blvd
Kissimmee, FL 34744-4495

OR

2. Email your request to payroll@osceolaschools.net. Please use "Electronic W-2 Consent Withdrawal" as the subject of your email.

If you have any questions regarding this notice, or your W-2 statement, please contact the SDOC Payroll Department at 407.870.4818, or via email at payroll@osceolaschools.net.