

# Employee Consent for Electronic W2

## Election of W2 Delivery Options – Electronic or Paper

Boh Bros. Construction Co., L.L.C. is required by the Internal Revenue Service (IRS) to furnish all employees a Form W-2 Wage and Tax Statement each calendar year to be used in completing the employee's annual tax return(s). Previously, employees received paper copies of the Form W2. Boh Bros.' Payroll Department is pleased to announce that employees may elect to receive their W-2 statement online in the same way weekly pay stubs are accessed – through Greenemployee.com. This option allows you to print and send the online form with your tax return or upload it directly to your tax preparer.

## Benefits of Receiving Form W-2 Electronically

- Earlier access to the Form W-2 than the traditional paper process.
- No possibility for a lost, stolen, delayed or misplaced Form W-2.
- Form W-2 is accessed via [www.greenemployee.com](http://www.greenemployee.com) securely using the employee's Boh credentials. (User name and Password)
- Retrieval of your W-2 statement at any time of day and on weekends.
- Multiple copies can be printed at your convenience.
- W-2 Statement will remain online for multiple years after its posting date.
- Once consent is given, it carries forward each year and does not need to be repeated.

## Consent

The IRS has approved the distribution of Form W-2 in electronic form in lieu of paper. Employee consent is required in order to initiate this request. Please read the entirety of this notice and login to your green employee account to provide your consent to receive all future W-2 Wage and Tax Statements exclusively in electronic format or elect to receive a paper version. When the Form W-2 is posted to green employee, an employee will receive a notification via his/her email address.

## How to Give Consent to Receive Your Electronic W-2

The process for giving consent to receive the electronic W-2 version is quick and easy. Just follow these steps:

- Go to [www.greenemployee.com](http://www.greenemployee.com)
- Enter your Username and Password and login (secure access login).
- On Your Home Page, select the settings button (top right)
- Select the notifications tab
- Click on this statement:  
[Change your W-2 and 1095-C distribution preference](#)
- It will take you to an election page. Answer questions 1, 2 and 3.
- Click "Next"
- Click Save

If you consent to receive your 2018 W-w electronically, you must give your consent by January 11, 2019. Once the W-2's are processed, current employees who gave their consent will be able to view and print

their earning statements immediately. An email notification will be sent to employees when W-2s are available on the portal.

### **How to View and Print Your Electronic W-2**

The process to view and print your electronic W-2 is simple. Just follow these steps:

- Enter your Username and Password and login (secure access login).
- On Your Home Page, select Pay History
- Select Tax Forms
- The “VIEW” box is drop down – click on the arrow to display the 2018 Tax Year
- Click on W2 FOR 2018\*

**\*BE SURE YOU ARE CLICKING ON THE 2018 W2. IF YOU WORKED FOR BOH BROS IN 2017, YOU WILL ALSO HAVE ACCESS TO YOUR PRIOR YEARS’ W2 FORM. BE SURE YOU ARE CLICKING ON THE MOST CURRENT TAX YEAR W2-2018.**

- At this point to you have the option to print or download your W2 Form.

**Important Reminder:** These documents contain your social security number, which you will want to protect to prevent identity theft. Employee are advised to NOT leave their computer screen unattended when viewing W-2 forms. Also, be sure to retrieve the printed copy promptly if routed to a network printer shared by others.

### **H&R Block and TURBO Tax**

Our vendor, Greenshades, has an agreement with each of these providers if you wish to use one of these vendors to prepare your taxes. You can upload your W2 directly from the green employee portal should you wish to use one of these tax providers. Please note: Boh Bros. is providing this option as a service to its employees and not as an endorsement of either Company’s product offering.

### **Disclosures**

An employee’s consent is valid for all subsequent tax years unless revoked by the employee, termination of the employee, or the electronic delivery method is no longer supported. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued. Should an employee terminate with the Company, their W-2 will remain in the portal until the end of the tax year.

If consent is not provided, the employee will continue to receive a paper Form W-2 mailed to their home address. Greenshades will mail form W-2, using the US Postal Service, to the current address on record.

For those employees that have separated from Boh Bros. they will have their W-2 Form mailed by Greenshades to their current address on record.