

W2 Questions & Answers

- 1) The online PDF W2 is “IRS Compliant”, meaning you can use it for tax purposes or any other reason that requires an official W2. Available 24/7 from any computer with KishSOS access.
- 2) Once you make a choice it will remain until you change it or upon termination.
- 3) The deadline is set to secure the W2 processing. During the week of January 17th the W2’s will be processed. You will be *unable to access W2 electronic consent* on KishSOS that week. Access will resume no later than January 24th. Once the process is complete a notification will go out to those with online consent. No notification to those who withheld consent. W2’s will be mailed as soon as possible, with online access available sooner.
- 4) If you “Consent” you will not receive a paper W2 – only access is online. Access only available after the W2 process is complete and for 2010 and beyond. So currently it will state “Your W-2 information is not available at this time. “

You will have online access year round to your W2’s on KishSOS and the ability to change your choice.

- 5) If you “Withhold Consent” you will not have access to W2’s online. You will receive your W2 in the mail.
- 6) If you do neither, you will receive your W2 in the mail and no online access. You are strongly encouraged to make a choice.
- 7) Address: W2’s will be mailed to the address in KishConnect. W2’s will be mailed before January 31, 2011. No W2’s will be hand delivered.
- 8) Change: If you “consent” before the deadline and want to change *after* the deadline, please make sure you print out your W2. Once you change to withhold consent you will no longer have access. The W2 processing will have been completed and no W2 printed. Your consent change will be effective for future years.
- 9) Change: If you “withhold consent” before the deadline and want to change after the deadline, the W2 processing will have been completed. You will have access to the current W2 immediately. However, you will also receive a W2 in the mail. Your consent change will be effective for 2010 and beyond.
- 10) Email verification will be send out once you “consent” or “withhold consent” within 24 – 48 hours. Please be aware this is not an automated process.