NEED TO GIVE YOUR CONSENT TO RECEIVE YOUR W-2 ELECTRONICALLY?

To consent to receive your W-2 for calendar year 2011 electronically, you must do the following. Screenshots of this process are provided.

- Log in to the secure area of Leoonline (www.leoonline.odu.edu)
- Select Employee
- Select Tax Forms
- Select Electronic W-2 Consent
  - Read that page, Employee Instructions, Notice to Employees, Printing Instructions (available at the bottom of the Electronic W-2 Consent page)
- Check the box to consent to receive your W-2 electronically
- Click Submit
- You are done

After you log into Leo, look for the Employee menu.
PORTIONS OF THE ELECTRONIC W-2 CONSENT PAGE APPEAR BELOW.

After reading the Electronic W-2 Consent page and the three associated documents, click on the check box to consent to receiving your W-2 electronically. Then click SUBMIT. Once you click SUBMIT, you are done.

TO VERIFY YOU HAVE SUCCESSFULLY MADE YOUR SELECTION

There is no confirmation message received that you have successfully consented. Simply scroll down to see that the "My Choice" box is checked. If the box is checked, you have successfully consented to receive your W-2 electronically.
HOW DO YOU KNOW YOUR W-2 IS AVAILABLE ELECTRONICALLY?

You will be notified via e-mail and/or University Announcement when your calendar year 2011 W-2 is available for you to print. W-2 forms are normally available sometime between January 24 and January 31.

W-2 FORMS FOR TERMINATED EMPLOYEES AND THOSE WHO CHOOSE NOT TO RECEIVE W-2 ELECTRONICALLY

W-2 forms for terminated employees and those who do not provide electronic consent will be mailed to the home address on file on or before January 31, 2012.