

Electronic Form W-2--Online on Nan-Ya Employee Self Service

Nan-Ya Group is required by the IRS to furnish all employees with a W-2 for each calendar year to be used in completing the employees' annual tax returns. The W-2 details the employee's taxable wages and tax withholding amounts for the year. In the past, employees only have received paper copies of their W-2.

In tax year-2010, employees received a paper W-2 copy and an electronic W-2 through Employee Self Service. Beginning in July of tax year-2011, employees have the option to receive a paper W-2 copy or an electronic W-2 through Employee Self Service. Employees can print the consent form through Employee Self Service or HR department. Once consent is given, a notification email will be sent to notify the employee when the W-2 can be printed.

****Adobe Reader is required to print the electronic W-2.***

Benefits of Receiving W-2 Electronically

There are multiple benefits to receiving an electronic W-2:

- Access from anywhere at any convenient time even if working abroad.
- Access is available at the same easy-to-use, secure Web site at which an employee can access his/her wage information.
- Access to the W-2 will be made available earlier to those employees who provide consent to receive the form electronically.
- Eliminates the chance that the W-2 will be lost, stolen, delayed, or misplaced during delivery or after receipt by the employee.
- Employee may print multiple copies at their convenience.

Federal regulations require that employees give their consent to receive the W-2 in an electronic format. Once consent is given, it carries forward each year and does not need to be repeated till termination of employment condition under which electronic Forms W-2 will no longer be furnished.

Consent to Receive Your W-2 in Electronic Format

- 1) Log into Employee Self Service
- 2) Click on Consent Forms
- 3) Click on W2 Consent Form and Print Out
- 4) Fill Form and Signature
- 5) Send to Your Local HR Department

Disclosure Notices

An employee who chooses to receive his/her W-2 online can change his/her mind and withdraw consent to online/paper delivery.

If you have not consented to an electronic W-2, your payroll department representative will be responsible for sorting and distributing your W-2 (which may be in person or via US postal mail). This will occur during the final week in January. If being mailed, all envelopes should be postmarked on January 31st or the first business day if the due date falls on a weekend or holiday.

The W-2 forms will remain online for 5 years.