

NEW SERVICE!

Receive Your W-2 Electronically



Many of you already use the Employee Self-Serve Payroll Portal (ESS Portal) for online access to your payroll information. This provides better, quicker access to paycheck statements without the wait of regular mail. Plus, the online statements can be retained and retrieved electronically for multiple years.

NOW – you can sign-up to receive your annual W-2 form through the Employee Self-Serve Payroll Portal. To receive this service, you must provide your written consent.

What is a W-2? Also known as the Wage and Tax Statement, Imagine is required to send you and the Internal Revenue Service (IRS) a report of your annual wages and the amount of taxes withheld from your paychecks.

What is the Benefit of obtaining a W-2 online?

You can access the document as soon as it is uploaded to the ESS Portal.

What happens if I don't sign up for the Employee Self-Serve Payroll Portal? You will receive your W-2 through the US Mail.

Do I sign-up every year, or just once? Just once. Your written consent lasts for the duration of your employment or until you decide to withdraw your consent.

If I sign-up, can I change my mind and withdraw consent? Absolutely! Provide written notification to withdraw your consent to Imagine's Payroll Department by DECEMBER 31 of the year prior the W-2 is issued.

22222		* Employee's social security number	OMB No. 1545-0008		
b Employer identification number (EIN)		1 Wages, tips, other compensation	2 Federal income tax withheld		
c Employer's name, address, and ZIP code		3 Social security wages	4 Social security tax withheld		
		5 Medicare wages and tips	6 Medicare tax withheld		
		7 Social security tips	8 Allocated tips		
d Control number		9	10 Dependent care benefits		
e Employee's first name and initial Last name		11 Nonqualified plans			
		13	12a		
f Employee's address and ZIP code		14 Other	12b		
			12c		
			12d		
15 State	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form **W-2 Wage and Tax Statement** 2019 Department of the Treasury—Internal Revenue Service
Copy 1—For State, City, or Local Tax Department

Complete the information below and return it to Imagine Enterprises by mail or fax:

- Mail: PO Box 2056, Alvin, TX 77512
- Fax: 866-672-6062

Questions:

Taylor Morales

Central Texas and Gulf Coast employers

832-725-0461

Janice Norwood

North and West Texas employers

325-518-1950

___ I consent to receive my W-2 electronically for the duration of my employment or until this consent is withdrawn.

___ I DO NOT want my W-2 electronically and want to receive a printed W-2 through the US Mail.

CDS Employee Signature: _____ Date: _____

Printed Name: _____

Employer(s) – Please list if more than one: _____

Your Email Address: _____