Electronic Form W-2 Consent

If you have questions please contact PeopleLink at (212) 992-LINK or AskPeopleLink@nyu.edu

1. Log in to PeopleSync via the Work Tab on NYUHome
2. Select the “Pay” icon

![Image of Pay icon]

3. Select “My Tax Documents”

![Image of My Tax Documents]

4. Select the “Edit” button.

![Image of Edit button]

5. Click OK

![Image of Change Year End Tax Documents Printing Elections]

6. Select “Receive electronic copy of my Year End Tax Documents” then click OK

![Image of Electronic Copy Selection]

You will receive an email when your electronic W-2 is available.