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

![Pay tab](image)

3. Select “My Tax Documents”

![My Tax Documents](image)

4. Select the “Edit” button.

![Edit button](image)

5. Click OK

![OK button](image)

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

![Election selection](image)

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