Instructions on consenting to ePRINTVIEW service for retrieval of Form W-2's.

1. Login to the Work tab at NYUHome: home.nyu.edu/work
2. Locate the NYU Online W-2 channel (you may need to scroll down the page).
3. Click on the Online W-2 button to enter ePRINTVIEW.
4. Click on the Consent / Withdraw Consent text link.
5. Read the Recipient Consent statement.

6. Check the W-2 box located under the Recipient Consent statement.

7. Retrieve your consent code by clicking “Click Here for Your Consent Code”.

8. A new window opens that contains your consent code.

**Consent Code:**

Regulations state that recipients must reasonably demonstrate the ability to receive their Online tax form. To satisfy this requirement, please enter the below consent code where indicated on the consent page. If you are able to view this page, you meet the necessary requirements to receive your Online tax form.

Please enter this consent code: XXXX
9. Enter the consent code.
10. Click the Consent button

Upon completion of these 10 steps, a confirmation email will be sent to your NYUHome account. Online retrieval of your Form W-2 will be available by January 31.

Employees who have consented to electronic Form W-2 retrieval will receive an email when their electronic Form W-2’s are available in ePRINTVIEW. This notification will provide instructions on how to view and print electronic Form W-2’s.

PLEASE NOTE:

- Employees who do not opt-in to ePRINTVIEW service by the consent deadline will receive mailed paper copies of their Form W-2 to the home address on file.
- The Internal Revenue Service (IRS) requires that Form W-2’s are post-marked and mailed to employees by January 31st of each calendar year. This date also applies to electronic Form W-2 availability.