



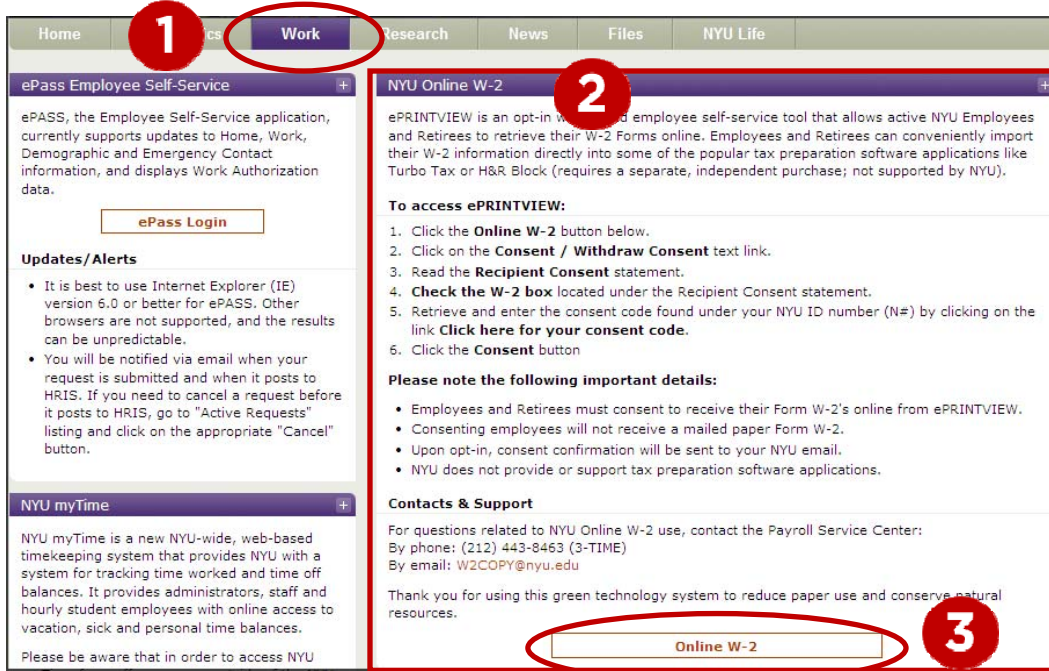
# Financial Operations & Treasury

## ePrintview QuickSteps

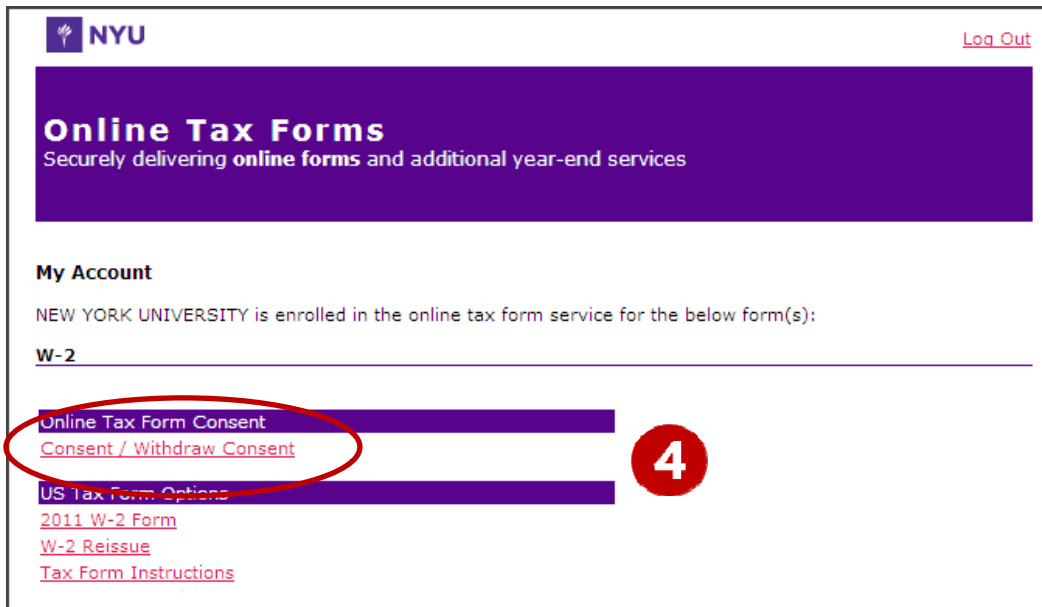
The information below provides instructions on consenting to ePRINTVIEW service for retrieval of 2011 Form W-2's.

**Consent Deadline: Tuesday, January 17, 2012 at 11:59 pm**

1. Login to the Work tab at NYUHome: [home.nyu.edu/work](http://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.





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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**



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9. Enter the consent code.
10. Click the Consent button

The screenshot shows the NYU Online Tax Forms portal. At the top, there is a purple header with the NYU logo and the text "Online Tax Forms" and "Securely delivering online forms and additional year-end services". Below this is a section titled "Recipient Consent" with a sub-header "Important Recipient Consent Information Please Read". The main content area contains information about withdrawing consent, contact details for the withdrawal of consent (Name: DAN KWEDERIS, Address: 726 BROADWAY NEW YORK NY 10003, Phone: 212-443-8463 Ext., Email: ASKPAYROLL@NYU.EDU), and a section to select tax forms for consent or withdrawal. The "W-2" form is selected. Below this, there is a "Login ID:" field with "Nxxxxxxx" and a "Consent Code:" field with "xxxxx" and a link "Click here for your consent code". The "Primary Email Address:" is "NETID@NYU.EDU". At the bottom, there are two buttons: "Consent" and "Withdraw Consent". A note states: "Please note that your employer has selected Jan 17, 2012 as the expiration date for recipient consent. This will be the last day you can give consent to retrieve your 2011 tax form online." A legend at the bottom left indicates "\* = required".

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, 2012.

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 the 2011 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 31<sup>st</sup> of each calendar year. This date also applies to electronic Form W-2 availability.