

**TOWN OF MANCHESTER**

**Authorization for E-Mail Delivery of W-2 and 1095C Tax Statements**

**Employee Name** \_\_\_\_\_

Email delivery of yearend tax statements allows the Town to save forms and printing costs and provides secure and timely delivery to you. Electronic W-2s and 1095Cs are sent through the Town’s email network as password protected attachments; the password being the last 4 digits of your social security number.

If you would like to receive your annual W-2 and 1095C statements electronically please review the Consent below, sign, date and return this form to the Payroll Department. If no action is taken you will receive a printed copy only. Future changes to your delivery method choice can be made at any time online through the Employee Self Service portal or by contacting Payroll.

**Consent**

By accepting this disclosure and consent, I understand that I will receive my annual W-2 and 1095C statements through the Town of Manchester email system. If I do not have access to the Town of Manchester email system, I will receive my W-2 and 1095C statements through my personal email. I have received the instructions and understand the process. I consent to the provision of receiving my information in this manner. If I change my mind, I will either provide a written withdrawal of consent to the Town of Manchester Payroll Department or change my delivery method online through Employee Self Service.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Personal  
Email Address** \_\_\_\_\_