

Online W-2 Forms for MUHA Employees

Electronic W-2 (eW-2) Instructions

All employers are required to furnish employees with a Form W-2 showing their compensation and tax withholding amounts for the full calendar year for use in completing their annual tax returns. **MUHA** employees can now choose to receive their Form W-2 Wage and Tax Statement online instead of by mail.

The delivery of online W-2 statements is IRS approved. In order to conveniently receive your W-2 form electronically, you must respond to the consent agreement. Employees who do not respond will wait to receive their paper W-2 form via U.S. Mail.

Benefits to receiving the W-2 Form electronically versus through the mail:

- **NEW**- W2 information will be available to download into TurboTax software
- Online delivery provides access to the W-2 Form earlier than the traditional mail process.
- Online delivery eliminates the chance that the W-2 will get lost, misdirected or delayed during deliver, or misplaced once the employee receives it.
- Signing up for online delivery is easy and secure, and employees can change their minds and withdraw from online at any time.
- Employees can access their eW-2 online at the MUSC MyRecords web site (same site as employee pay stubs <http://mcintranet.musc.edu/hr/generalinfo/myrecords.htm>)
- **If you previously signed up to receive your Form W-2 electronically:**

Any employee, who previously registered to receive eW-2, does not need to do so again. Once you register, you will continue to have access to your W-2 online until such time as you withdraw your consent. However, you have the option to update personal email address changes for your W-2.

How to register to receive your W-2 online (for the first time):

- Please note: those who choose to receive their W-2 Form online will not receive a paper copy of it via U.S. Mail
- You must register by taking the following steps:
- Login into My Records
<http://mcintranet.musc.edu/hr/generalinfo/myrecords.htm>
 - Click on My Pay Stub
 - Click on Get W2 on the top menu bar
 - Click on Signup for Electronic W2
 - In the Authorization Box, check the I Authorize box. You also have the option to add additional personal email addresses.
 - Click save at the bottom of the Authorization Box
 - You will receive a confirmation email when you have completed your online delivery and consent, as well as confirmation of any changes made to contact information.

In January, those who have registered to receive their W-2 Form online will receive an email notification that their eW-2 Form is available thru the My Records page, along with instructions

for retrieval. You can then download the eW-2 file to your computer or disk and can refer to it or print it at any time. The files will be accessible on or before January 31 of the year to be filed.

How your personal information is protected:

All activity and pay data within personal accounts are protected by multiple levels of security. All pay information and account activity on the Internet will be protected by industry-standard SSL encryption.

You will receive an email confirming any changes you make to your online account. This is a security feature of the e-W-2 system, alerting you via email whenever there is a change to your account.

The company who administers the electronic version of your W-2 information will not resell, distribute, or disclose personal information like salary amount, addresses, and/or social security numbers to third parties for use in mailing lists, by telemarketers, etc. You can view their comprehensive privacy statement online at the following web site <https://www.ecsi.net/gateway/musc-emp.html>

If I don't register to receive my W-2 Form electronically:

Any employee who does not register to receive his or her W-2 Form online will receive a printed copy via the U.S. Mail.

Due to the large amount of MUHA Employees, for additional information, questions or concerns: please **e-mail** the MUHA Payroll Department at - coaxumb@musc.edu, (843)792-8078 - nashvm@musc.edu. (843) 876-8744, or burnp@musc.edu (843)792-7544

Please contact **CCIT Help Desk** at 843-792-9700 **only if you are having problems Logging into 'My Records.'**

If you need any other type of technical assistance (other than logging into 'My Records'), please contact **ECSI by phone (412-788-3900) or email (cservice@ecsi.net)**. In all correspondence with ECSI, remember to specify that you are an **"MUHA Employee"**. Failing to do so will cause a delay.