

Dear Rutgers Colleagues,

The year 2020 is quickly coming to an end and the issuance of your W-2 wage statement is just around the corner. W-2 statements for calendar year 2020 will be available in mid-to-late January 2021.

I strongly encourage all employees to take advantage of the paperless option, especially as we continue to work through these challenging times, by opting-in to receive an electronic W-2 statement (it is identical to the paper format and easy to access and print).

**If you elected the paperless option in the past, your consent remains in effect – you do not need to take any action. THANK YOU!**

**If you want to join your fellow employees in receiving electronic W-2 statements, you must provide your consent by January 18, 2021.** Log in to the [myRutgers portal](#), and within the My Paycheck section, click on the “W-2 Online Consent” link. After you submit the form, you will receive an email confirming your consent. When the electronic W-2 statement is available for you to view/print, we will notify you via email.

If you choose not to submit a consent form, a paper W-2 statement will be mailed to your home address on file.

**Please take this opportunity to verify your home address. If necessary, update your address by logging in to the [myRutgers portal](#) and clicking on the Personal Information icon located within the second block.**

If you have questions, please contact [OneSource](#) at (732) 745-SERV (7378).

Happy holidays,

*Ernie DiSandro*

Associate Vice President and University Controller

