



## **Electronic W-2 Distribution**

County of Orange employees that register to receive their W-2 statements online through the [County OC Employee Portal](#) in PDF format will be able to view and print their W-2 **BEFORE** January 31. In order to have this convenience available, employees must register on-line (see instructions below). If employees do not register, a hard copy will be mailed by January 31.

### **Background**

The County of Orange is required by the IRS to furnish all employees with a form W-2 for each calendar year. The form W-2 details the employee's compensation, tax withholdings and required disclosures for the year.

Federal regulations require that employees agree to receive the W-2 in an electronic format. In order to receive your W-2 electronically, you will need to complete an on-line consent in the [OC Employee Portal](#). Once you consent, it carries forward each year and does not need to be repeated. Employee must consent by **January 22**.

An employee who consents to receiving the Form W-2 electronically will not receive a paper copy. If an employee does not consent, Payroll will mail a paper W-2 no later than January 31 via the US Postal Service to the current address on record. Separated employees will also receive a paper copy W-2 via the US Postal Service to the current address on record. You will receive an email/VTI notification when your W-2 is available for viewing, and will be able to download and save the PDF form.

### **Benefits of receiving form W-2 electronically**

- Online delivery provides access to the W-2 statement earlier than the traditional paper process.
- W-2 statements will remain available online for 7 years.
- Online delivery eliminates the chance that the W-2 statement will get lost, misdirected or delayed during delivery or misplaced after the employee receives it.
- Employees can retrieve their W-2 statements at any time of day while at work through the County's Intranet site. You cannot view these through the Internet due to the confidential information on the form (i.e. SSN)
- Employees can print multiple copies at their convenience.
- Employees are contributing to cost savings (forms, printing and postage expense).

## How to register to receive your electronic W-2

The process to receive the electronic W-2 version is quick and easy. Just follow these steps:

- Click on OC Employee Portal Paystub Application at <https://empinfo.ocgov.com/OCEmployeePortal/public/Logon.aspx>
- Enter your Login ID (6-digit employee ID) and password and select login (secure access login). If you have issues logging in select the Contact Us envelop icon at the bottom left to get a contact list for your department

OC.EMPLOYEE.PORTAL  
ORANGE COUNTY AUDITOR-CONTROLLER

September 12, 2018

» Login ID: \*

» Password: \*

\* required fields

Forgot Password?

Login » Clear »

First Time User »

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- Top right corner Click to Select PayStub Application

OC.EMPLOYEE.PORTAL  
ORANGE COUNTY AUDITOR-CONTROLLER

September 12, 2018

Portal Home Benefits 457 Program OC Jobs Benefits Center Email Password Logout Process

Click to Select PayStub Application

VIEW YOUR PAY CHECKS ONLINE

- Top of orange menu bar, click on W2 Reprint

OC.EMPLOYEE.PORTAL  
ORANGE COUNTY AUDITOR-CONTROLLER

September 12, 2018

Portal Home Mileage Claim W2 Reprint Benefits OC Jobs

W2 Reprint is only available within the County I


- Click Enter Here button

OC W-2 Reprint  
ORANGE COUNTY AUDITOR-CONTROLLER

Click the button below to enter the W2 Reprint application:

Enter Here

- Input your last 4 digits of your SSN
- Check the box
- Click Submit to see your W2s



ORANGE COUNTY AUDITOR-CONTROLLER

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Enter the last 4 digits of your SSN:

If an employee does not consent to receive an electronic version of Form W-2, he or she will be furnished a Form W-2 on paper. Paper forms will be mailed to the employee's home address in January.

The 2018 Electronic Form W-2 Consent Statement is effective for Forms W-2 issued for the calendar year 2018 and all future periods until consent is withdrawn or the individual is no longer employed by The County of Orange. Employees will be notified via VTI and/or email when Form W-2 is available for access on the OC Employee Portal each January.

After giving consent, an employee may still request a paper Form W-2 by contacting the Payroll office in writing. This may be done via email to [askcentralpayroll@ac.ocgov.com](mailto:askcentralpayroll@ac.ocgov.com) or US mail to: The County of Orange, PO Box 567, Santa Ana, CA 92702-0567 Attn: Central Payroll. The request for a paper W-2 will not terminate consent to receive Forms W-2 issued for all future periods electronically.

An employee may withdraw his or her consent by clicking the withdraw button on the OC Employee Portal. The withdrawal of consent does not apply to a Form W-2 that was furnished electronically before the withdrawal of consent via OC Employee Portal.

The County of Orange will not provide the Form W-2 electronically to an individual who has terminated his or her employment with the County of Orange. These individuals will receive paper copies via U.S. mail. Only active County employees will have access to the electronic version of Form W-2. If a former employee requires an additional copy of the Form W-2, he or she may follow the aforementioned methods of contacting the Central Payroll office.

If an employee has consented to receive an electronic version of Form W-2 and has not printed the form prior to termination, he or she should contact the Central Payroll office in order to receive a paper copy via the US Postal Service.

It is the responsibility of the employee to notify Human Resource of any changes to contact information, such as name or address changes.

The hardware and software requirements needed to access, print and retain Form W-2 electronically include a computer with an internet connection, web browser (i.e. Internet Explorer, Firefox, Safari), and Adobe Acrobat reader.

The Form W-2 may be required to be printed and attached to a federal, state, or local income tax return.

The electronic version of Form W-2 will be available through OC Employee Portal for at least 7 years from its original posting date.

By checking this box, I agree I have read the disclosures and consent to electronic delivery of my Form W-2

**NOTE: You will need to input your last 4 SSN and click the submit button each time to view the W2. This process is for verification.**

## How to un-register to receive your electronic W-2

The process to remove receiving the electronic W-2 version is quick and easy. Just follow these steps:

- Click on OC Employee Portal Paystub Application at <https://empinfo.ocgov.com/OCEmployeePortal/public/Logon.aspx>
- Enter your Login ID (6-digit employee ID) and password and select login (secure access login). If you have issues logging in select the Contact Us envelop icon at the bottom left to get a contact list for your department

OC.EMPLOYEE.PORTAL  
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September 12, 2018

» Login ID: \*

» Password: \*

\* required fields

Forgot Password?

Login » Clear »

First Time User »

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- Top right corner Click to Select PayStub Application

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September 12, 2018

Portal Home Benefits 457 Program OC Jobs Benefits Center Email Password Logout Process Click to Select PayStub Application

VIEW YOUR PAY CHECKS ONLINE

- Top of orange menu bar, click on W2 Reprint

OC.EMPLOYEE.PORTAL  
ORANGE COUNTY AUDITOR-CONTROLLER  
September 12, 2018

Portal Home Mileage Claim W2 Reprint Benefits

W2 Reprint is only available within

- Click Enter Here button

OC W-2 Reprint  
ORANGE COUNTY AUDITOR-CONTROLLER

Click the button below to enter the W2 Reprint application:

Enter Here

- Input your last 4 digits of your SSN
- Check the box to withdraw your consent
- Click Withdraw Consent

The screenshot shows the OC W-2 Reprint website interface. At the top left is the logo for Orange County Auditor-Controller. Below the logo, there is a text prompt: "To access your W2s, Enter the last 4 digits of your SSN:" followed by a text input field. Below the input field is a "Submit" button. Further down, there is another text prompt: "If you wish to withdraw your consent to electronic delivery of your W2 form:". Below this prompt is a checkbox with the text "I wish to withdraw my consent to electronic delivery of my Form W-2. (Check the check box and click the Withdraw Consent button)". Below the checkbox is a "Withdraw Consent" button. A red rectangular box highlights the checkbox and the "Withdraw Consent" button.

### **How to view and print your electronic W-2**

The process to view and print the electronic W-2 version is simple. Just follow the steps above and then:

- Click the appropriate Tax Year to view

The screenshot shows the OC W-2 Reprint website interface. At the top left is the logo for Orange County Auditor-Controller. Below the logo, there is a text prompt: "Choose a Calendar Year". Below this prompt is a dropdown menu with the following options: "W2Year", "2017C", "2017", "2016", "2015", "2014", and "2013". Below the dropdown menu are two buttons: "Logoff" and "Pay Stub".

- Click on the PDF file to display



**OC W-2 Reprint**  
ORANGE COUNTY AUDITOR-CONTROLLER

Please click the link below to download your W2 Form

 [0000060898\\_956000928\\_2017.pdf 3851772.pdf](#)

Logoff

Pay Stub

To protect yourself from identity theft please encrypt your emails when sending sensitive information like your W-2 via email.

Here's a link on encrypting your emails:

[http://intra2k3.ocgov.com/secure\\_email](http://intra2k3.ocgov.com/secure_email)

**NOTE: If you do not have a PDF file for the calendar year that you have chosen there was no W-2 for you in the year. Years that end in 'C' are for corrected W-2s and these are not common and you will have been notified if your W-2 had to be corrected.**

**Important Reminder:** These documents contain your social security number, which you will want to protect to help prevent identity theft. Employees are advised to **not** leave their computer screen unattended when viewing W-2 forms. Also, be sure to retrieve the printed copy promptly if routed to a network printer shared by others. If you are saving the document and emailing to your private email address encrypt the W-2 form before emailing.

Here's a link on encrypting your emails:

[http://intra2k3.ocgov.com/secure\\_email](http://intra2k3.ocgov.com/secure_email)

