DISCLOSURE NOTICE:

- Please refer to the UCFlex [homepage](#) for internet browsers currently supported by ESS.
  - If you have trouble viewing your Form W-2 online or while making an election when using a tablet or other device, it is recommended that a laptop or desktop computer with the appropriate internet browser be used.
  - To view/print your online Form W-2, Adobe Reader must be installed. To install for free, click [here](#).

- If you consent to receive your Form W-2 online, you will NOT receive a paper copy of the subsequent W-2 furnished for you. If you do NOT consent to receive your Form W-2 online, you will continue to receive a paper Form W-2.

- The designation made here will be in effect for all future Form W-2’s furnished, unless rescinded by you.

- If you consent to receive your Form W-2 online, a paper copy of your Form W-2 will be available by request only. To make this request, please [click on this link](#). A request for a paper copy does not withdraw your consent for online Form W-2 accessibility through Employee Self Service.

- If you do NOT consent to receive your Form W-2 online, it is your responsibility to maintain a current address on Employee Self Service. If access to Employee Self Service has ceased, please send your updated information to the Human Resources office at [hrpeis@uc.edu](mailto:hrpeis@uc.edu) for assistance.

- If you are unable to make an election through Employee Self Service, please e-mail [ucflexpa@uc.edu](mailto:ucflexpa@uc.edu), or send a letter to the address provided at the bottom of this disclaimer, with the following information: name; UCID# (M#); current address; phone number; e-mail address; and indication of consent or withdraw of consent for online Form W-2 accessibility.

- If your consent is withdrawn, it applies only to future Form W-2’s and not to any which have already been made available online.

- Upon termination of employment, access to your online Form W-2’s will no longer be available. All subsequent Form W-2’s furnished after your termination effective date will be delivered as a paper copy to the most updated address on file in Human Resources.

- You may be required to print and attach your Form W-2(s) to your Federal, Local and/or State tax return(s).

- If a successful election is made below, you will be sent an e-mail verifying your election was made successfully. If no communication is sent to your UC e-mail, the election was likely unsuccessful.

- If you have consented to receive your Form W-2 online, communications will be sent in January notifying you when your online Form W-2 is available for viewing/printing.

- If you consent to receive your Form W-2 online, online viewing will only be available if you are an active employee. If you are separated, retired or an inactive employee when Form W-2’s are published, you will automatically receive your Form W-2 by mail and will not be able to view or print your Form W-2 online.

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