Hillsborough Community College (HCC) is required by the IRS to furnish employees with a Form W-2 for each calendar year to be used in completing an annual tax return. The Form W-2 details the employee's compensation and tax withholding amounts for the year.

Hillsborough Community College employees can choose to view and print their W-2 statements online in WebAdvisor, instead of receiving paper copies by mail. They are now available online.

With the recent Mail Fraud occurring in the Tampa Bay Area, it is highly recommend that all active employees obtain their W-2 online rather than having it mailed.

*** Employees who have already provided consent in the past do not need to consent again.

Please read this entire Notice. Instructions on how to consent are provided below.

Benefits of Receiving Form W-2 Online

There are multiple benefits to receiving an electronic Form W-2:
- Earlier and immediate access to the Form W-2.
- Significantly less possibility an employee’s Form W-2 might be lost, stolen, delayed or misplaced by the U.S mail service or by the employee, once received.
- Access is available at the same easy-to-use, secure web site at which an employee can access his/her pay advice information.
- Access via the web from anywhere at any convenient time.
- It’s better for the environment, using less paper.
- Significant reduction in paper, postage and labor costs for the college.

Disclosure Notices

An employee who consents to receiving his/her Form W-2 online will not receive a paper copy of the W-2 in the future. If an employee does not consent, he/she will continue to receive a paper copy of the W-2. Paper copies will be issued and mailed in compliance with IRS regulations no later than January 31st.

An employee who chooses to receive his/her Form W-2 online can change his/her mind and withdraw consent to online delivery by using the W-2 Electronic Consent Form in HAWKnet.

An employee's withdrawal of consent will be effective on the date of withdrawal. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued.

The availability of an employee's Form W-2 by electronic format will cease upon termination with Hillsborough Community College. Hence, HCC will print and mail W-2’s to former employees.

An employee who chooses to receive his/her Form W-2 online can change his/her mind and withdraw consent to online delivery. An employee's withdrawal of consent will be effective on the date the change is made online or the date that Payroll received the request in writing or by e-mail.

If consent is withdrawn, it will only be effective for those W-2 statements not yet issued and does not apply to previously issued W-2 Forms. Consent may be withdrawn online (see below for instructions) or by sending an e-mail or other written notice to the following:
Employees will be notified if any Payroll contact information changes.

The employee is required to inform HCC’s Human Resources promptly of any personal address or status changes.

If employees consent to electronic W-2 delivery and HCC is unable to make this electronic delivery due to technical problems, employees will receive a paper copy.

An employee who chooses to receive his/her Form W-2 online can also receive a paper copy of the W-2 by contacting the Payroll Office at 813-253-7513 or PAYROLL@HCCFL.EDU. Request for a paper copy does not withdraw the employee’s consent for online delivery of future W-2 statements.

**Instructions how to Consent, access and print Your Form W-2**

The IRS has approved the electronic delivery of W-2 statements; however, employees must provide their consent to access and receive their W-2 in electronic format in lieu of paper format. For this reason, if you wish to be able to view and print your W-2 statements online, follow the instructions below:

- Go to [http://www.hccfl.edu/hawknet.aspx](http://www.hccfl.edu/hawknet.aspx)
- Click on WebAdvisor then click on the Login tab and enter your User ID and Password.
- Click on "Employees Menu" then choose "W-2 Electronic Consent".

- If this is your first time accessing **W-2 Electronic Consent**, you will see the following screen.
- Review the two consent options by reading each statement carefully, make a selection and then click submit.

- If an employee consents to electronic W-2 delivery, when they click on **W-2 Statements** they will then be able to select the tax year for the corresponding W-2 they wish to view and print. The W-2's are in PDF format. If you are having difficulty in printing the W-2 directly from WebAdvisor, please save the form to your computer, then log out of WebAdvisor and then open the form and print.

- To change your consent, click on **W-2 Electronic Consent** under Employee Profile.

- Employees will also be able to see their history of consent actions.
Additional Information regarding your W-2’s
The W-2s have the following codes in specific boxes on the W-2 per IRS regulations. The following codes correspond the following categories:

BOX 10 - Flex Dependent Care
BOX 12 CODE C - Imputed Income (Tax premium on any life insurance paid over $50k - IRS regulation)
BOX 12 CODE E - 403B Tax Shelter Plan
BOX 12 CODE G - 457 Plan
BOX 12 CODE W – Employer Contributions to HSA account
BOX 12 CODE DD – Cost of Employer Sponsored Health Coverage
BOX 14 CODE FRS 414(h) – 3% Retirement Plan employee contribution
BOX 14 CODE DISB – Third Party Disability Income
BOX 14 CODE TPA – Third Party Disability F/W Taxes Withheld

Address Corrections
Please take a moment to verify your address listed on your Pay Advices in WebAdvisor.

If your address has changed or is incorrect, please submit Address Corrections to Human Resources using the Address change notification form (2-1-092). This form can be found on the Human Resources website http://www.hccfl.edu/gwsc/hr/hr-forms.aspx or the Payroll website http://www.hccfl.edu/gwsc/admin-and-finance/departments/finance/departments/payroll/forms.aspx

For any additional questions, please contact the Payroll Office. **Please keep in mind that we are processing payroll the week of January 27th, as this is our highest priority, your inquiries will be responded to as soon as possible.

<table>
<thead>
<tr>
<th>General Payroll Inquiries can be sent to <a href="mailto:Payroll@hccfl.edu">Payroll@hccfl.edu</a></th>
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</thead>
<tbody>
<tr>
<td>Contact Information:</td>
</tr>
<tr>
<td>Mike Ermeling    Accounting Services Officer 813.253.7123</td>
</tr>
<tr>
<td>Lorinda Stroup   Payroll Manager 813.253.7513</td>
</tr>
<tr>
<td>Helen Dobbins    Accounting Technician 813.253.7098</td>
</tr>
<tr>
<td>Michelle Baker   Accountant 813.253.7103</td>
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