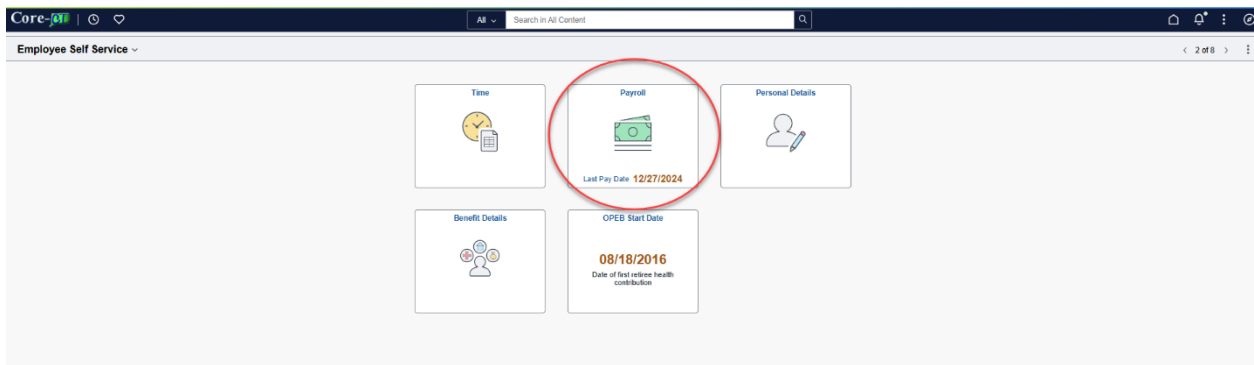


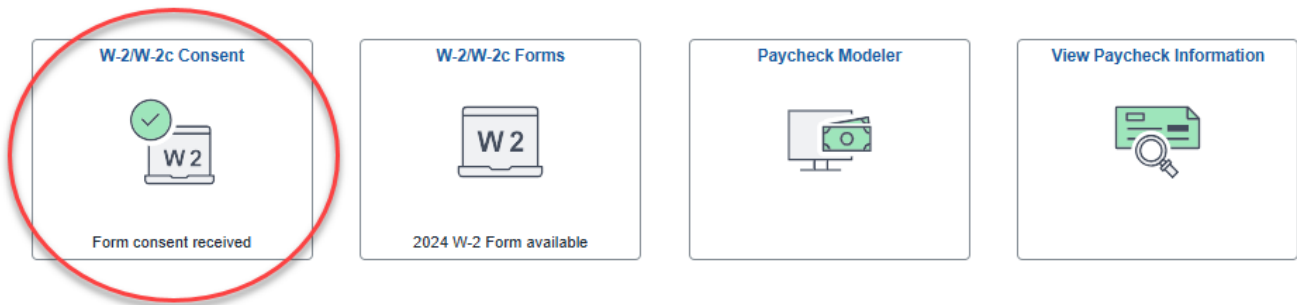
## Update Consent to Receive a Paper W2

To be eligible to receive a paper W2, you must complete this consent in CoreCT prior to the deadline each calendar year (usually mid-December). Please reach out to Payroll with any questions regarding this deadline.

1. Log into CoreCT here: <https://corect.ct.gov/psp/PEPRD/?cmd=login>
  - a. If you are new to CoreCT and need assistance or if you need your password reset, please contact [CSCU-PayrollSSO@ct.edu](mailto:CSCU-PayrollSSO@ct.edu)
2. Once you are logged in, click the "Payroll" tile on the Employee Self Service homepage:



3. Then select the "W-2/W-2c Consent" tile.



4. Review the consent language and select the check mark if you wish to receive printed W-2 and W-2c form(s) mailed to your address on file in CoreCT. Then click submit and complete any further required verification steps.

**W-2/W-2c Consent**

Your Current Status C

You have consented to receive electronic forms

If you wish to receive a printed W-2 form, please check the box below and you will receive a printed W-2. The hardcopy W-2 will be mailed to the most current Core-CT address. If your address is not current, please contact your agency to find out the quickest way to update your Core-CT address to avoid delays in receiving your hardcopy W-2. In addition, please be sure that Core-CT has an updated email address and phone number. This information is recorded in Core-CT to ensure you receive electronic notifications.

Check here to receive Printed W-2 and W-2c forms