



IMPACT. SCIENCE. SOLUTIONS.

Electronic Pay Statements and W-2 Consent Form

National Council for Air and Stream Improvement, Inc. "NCASI" offers all employees online access to view, save, and print pay statements and W-2 statements via the ADP online portal. By checking **BOTH** of the two red circles below, you confirm that you will receive Pay Statements and your W-2 statements electronically.

Pay Stubs

- I expressly agree to receive pay statements in electronic form and that I have the ability to print or store the pay statements at the time of receipt by creating an employee login within ADP.

W2 (options)

- I understand that:
 - As an active employee of NCASI, I can access copies of my W-2 electronically by creating an employee login within ADP.
 - I will receive a paper copy of Form W-2 only if I do not provide consent to receive it electronically.
 - My consent is for all future Form W-2's and continues indefinitely.
 - My request for a paper copy of Form W-2 will be treated as a withdrawal of my consent to receiving Form W-2 electronically.
 - My consent may be withdrawn at any time by contacting HR.
 - Withdrawing my consent does not apply to the previously issued Forms W-2.
 - Former employees will receive a paper copy Form W-2 via the US mail.

Employee Signature

Employee Name Printed

Date