

W2 Consent/Withdrawal Consent Instructions

1. Access the college's web page at www.grcc.edu
2. Click the link for the "MyGRCC"



Search



MyGRCC

3. Click on the GRCC Online Center tile



4. Log in with your User ID (W#) and password
5. Select the Employee W2 Forms and Consent tile

To Consent

1. Verify the first line of text reads "You will receive W-2 or W-2c paper forms by mail"
2. Read the text box
6. **[v]** Check the box to "I consent to receive W-2 or W-2c forms electronically", and press **[Submit]**

W-2/W-2c Consent Form

You currently receive W-2 or W-2c forms electronically

If you prefer to receive paper W-2 and W-2c forms, you must Check the box below labeled "Check here to withdraw your consent to receive electronic W-2 and W-2c forms" and press Submit. The withdrawal of consent will remain valid until you consent to receive electronic W-2 and W-2c forms.

After you have submitted your withdrawal request, you will receive an email with the subject 'W-2 Withdrawal Confirm'. Based on your withdrawal of consent, the Payroll Department will process and provide paper W-2 and W-2c forms. Paper forms will be mailed to you no later than January 31st, to the address on file with Human Resources.

Please be sure to verify your personal information by following the Verify Personal Information instructions found at <https://www.grcc.edu/humanresources/payroll/yearendw2andelectronicbenefitprofileinformationandinstructions>.

If you have any questions, please contact the Payroll Department at 616-234-4018 or 616-234-4038.

I withdraw my consent to receive W-2 or W-2c forms electronically

Submit

7. You will be prompted for your PeopleSoft password. **Type in your password** and press **[Continue]**. The password serves as a digital signature.
8. First line of text will change to "You will receive W-2 or W-2c forms electronically".
9. You will receive an email with the subject "W-2 Consent confirmation".

To Withdrawal Consent

1. Verify the first line of text reads “You will receive W-2 or W-2c forms electronically”
2. Read the text box
3. **[v]** Check the box next to “I withdraw my consent to receive W-2 or W-2c forms electronically” and press **[Submit]**.
4. You will be prompted for your PeopleSoft password. **Type in your password** and press **[Continue]**. The password serves as a digital signature.
5. First line of text will change to “You will receive W-2 or W-2c paper forms by mail”.
6. You will receive an email with the subject “Withdrawal confirmation”.