



Online W-2 Authorization Form

*The United Family is required by the IRS to furnish all Associates with a Form W-2 for each calendar year. The Form W-2 details the Associate's compensation and tax withholding amounts for the year. Albertsons Associates may choose to receive their Form W-2 electronically in lieu of the paper version. Please read all of the following information and provide your consent to receive all future Form W-2s in electronic format **only** by signing the statement below.*

What are the benefits of receiving an electronic Form W-2?

There are multiple benefits to receiving an electronic Form W-2:

- ❖ Online delivery reduces the chance that the Form W-2 will be lost, delayed, or misdirected during delivery or after receipt.
- ❖ You have access from a secure website at any time, no matter where you are.
- ❖ You are contributing to reducing expenses associated with the processing and delivery of Form W-2.

How do I consent to receive only an electronic (online) version of Form W-2?

IRS regulations require that Associates must affirmatively consent to receiving their Form W-2 electronically.

- ❖ At this time, your consent must be made on paper.
- ❖ Upon receipt of your consent, we will send confirmation electronically to the e-mail address indicated on the consent form.
- ❖ You can withdraw your consent and request a paper statement at any time.

Disclosure Notices

- ❖ An Associate who consents to receiving his/her Form W-2 online will not receive a paper copy. If an Associate does not consent to electronic delivery, he/she will continue to receive a paper copy of Form W-2.
- ❖ An Associate who elects to receive his/her Form W-2 online can also receive a paper copy of the W-2 by contacting the Payroll Department at 806-791-0220. Request for a paper copy does not withdraw the Associate's consent for electronic delivery of future Form W-2s.
- ❖ An Associate who elects to receive his/her Form W-2 online can withdraw his/her consent to online delivery. An Associate's withdrawal of consent must be in writing and will be effective on the date received by the Payroll Dept. If consent is withdrawn, it will be effective only for those Form W-2s not yet issued. Consent may be withdrawn by sending a written notice to the following address:

United Supermarkets
Attn. Payroll Dept.
7830 Orlando Avenue
Lubbock, TX 79423

If an Associate's employment with Albertsons is terminated, the Associate's consent to receive an electronic W-2 will remain in effect unless a written withdrawal is received as set out above.



- ❖ Associates will be promptly notified if any contact information changes. It is also the Associate’s responsibility to notify United Supermarkets of any changes to their personal information via mail or by submitting a Change Form.
- ❖ An Associate’s consent to receive Form W-2 by electronic format will remain in effect unless a written withdrawal is received.
- ❖ All Associates should be aware that the Form W-2, even when provided electronically, may need to be attached to their annual tax return, usually Form 1040. Associates may print as many copies as needed from the website.
- ❖ Associates will be notified via e-mail when Form W-2s are available online. The electronic version will be available online through October 15 of each year.

Associate Name (**please print**)

Associate ID #

Social Security Number

E-mail Address

I understand that by signing below, I consent to receive Form W-2 in electronic format in lieu of receiving a paper copy. I also understand that I may withdraw my consent at any time by submitting written notification to the address listed above.

Associate Signature

Date