

DOE Employees May Elect to Receive Their IRS Form W-2 Electronically

Department of Energy federal employees may elect to receive their IRS Form W-2 electronically and prevent the mailing of the form in a paper format. Employees are encouraged to turn off the mailing of the paper form to reduce processing costs and mitigate the risk of identity theft.

The following link provides instructions for accessing a secure web page for consenting to receive only the electronic statements:

https://mis.doe.gov/ess/secure/W2_Notices_Disclosures.pdf. The change must be made by Saturday, December 19, 2009, in order to ensure your 2009 W-2 is not mailed.

Employees not electing to receive only the electronic W-2 are reminded to verify/update their mailing address in ESS by December 19, 2009 to ensure their W-2 is mailed to the proper address.

Questions should be addressed to Kathy Braden (865) 576-0777.