

IRS Form W-2: Electronic Delivery

What is in this document?

Congratulations on your choice to participate in the IRS Form W-2 paperless initiative made possible by the BEST Advantage System – Employee Self-Service (ESS) module.

This procedure highlights the steps required by School District/Agency staff to consent to electronic delivery of IRS Form W-2 in the BEST Advantage System – Employee Self-Service (ESS) module.

We will walk through logging into the Employee Self-Service (ESS) module from the BEST Portal, navigating to the Electronic W-2 Widget on the Compensation tab, and how to elect to receive your IRS Form W-2 electronically. We have also included steps if you change your mind, and wish to receive your IRS Form W-2 via paper distribution going forward.

These step-by-step instructions can also be viewed in video format by [clicking here](#).

Let's get started!

Click on any of the steps below for more detail.

- [Step 1: Log in to the BEST Advantage System – Employee Self-Service \(ESS\) module](#)
- [Step 2: Request Electronic Delivery of IRS Form W-2](#)
- [Step 3: Remove consent to receive IRS Form W-2 electronically](#)

Need help?

For questions or help regarding your W-2 or any other information displayed in Employee Self-Service, please contact your District/Agency Payroll Department.

For questions or help related to Employee Self Service (ESS), multi-factor authentication (MFA), and resetting your BEST login password, contact your District ESS Lead (DEL).

You can find your DEL(s) by accessing the Customer Resource Center (CRC) website at bestcrc.lacoe.edu and clicking on User Hub: DEL User Community, or by going to: bestcrc.lacoe.edu/del



Step 1: Log in to the BEST Advantage System – Employee Self-Service (ESS) module

Log in to the [BEST Portal](#) and click on the **BEST Advantage System – Employee Self-Service (ESS)** icon.

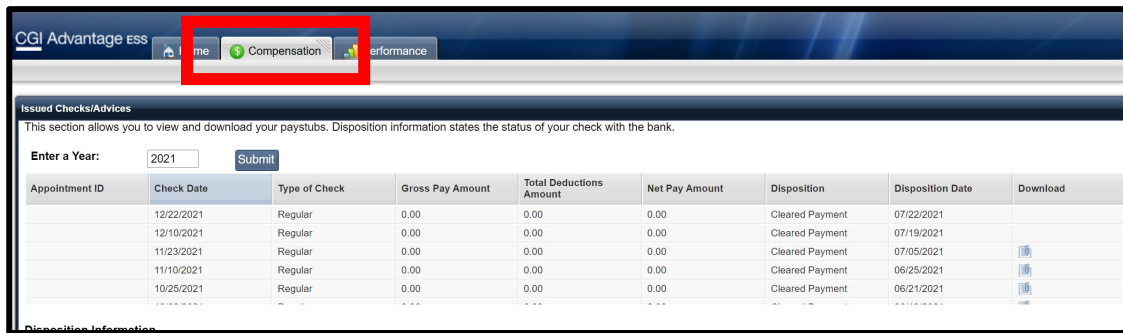
For detailed instructions on how to log in to ESS, please see our [Employee Self-Service Quick Guide](#), or view the [Welcome to ESS](#) video.

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Step 2: Request Electronic Delivery of IRS Form W-2.

1. From the ESS Home Page, navigate to the **Compensation** tab.



CGI Advantage ESS

Home Compensation Performance

Issued Checks/Advices

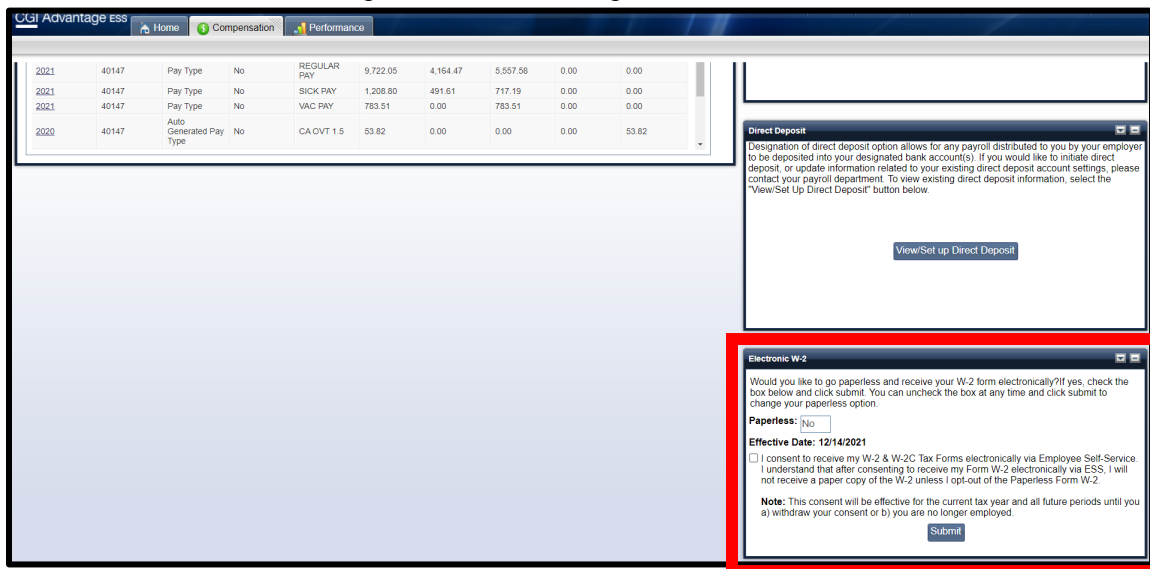
This section allows you to view and download your paystubs. Disposition information states the status of your check with the bank.

Enter a Year:

Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
	12/22/2021	Regular	0.00	0.00	0.00	Cleared Payment	07/22/2021	
	12/10/2021	Regular	0.00	0.00	0.00	Cleared Payment	07/19/2021	
	11/23/2021	Regular	0.00	0.00	0.00	Cleared Payment	07/05/2021	
	11/10/2021	Regular	0.00	0.00	0.00	Cleared Payment	06/25/2021	
	10/25/2021	Regular	0.00	0.00	0.00	Cleared Payment	06/21/2021	

Disposition Information

2. Find the **Electronic W-2** widget in the bottom right Corner.



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Home Compensation Performance

Year	Appointment ID	Pay Type	No	REGULAR PAY	9,722.05	4,164.47	5,557.58	0.00	0.00
2021	40147	Pay Type	No	SICK PAY	1,208.80	451.61	717.19	0.00	0.00
2021	40147	Pay Type	No	VAC PAY	783.51	0.00	783.51	0.00	0.00
2020	40147	Auto Generated Pay Type	No	CA OVT 1.5	53.82	0.00	0.00	0.00	53.82

Direct Deposit

Designation of direct deposit option allows for any payroll distributed to you by your employer to be deposited into your designated bank account(s). If you would like to initiate direct deposit, or update information related to your existing direct deposit account settings, please contact your payroll department. To view existing direct deposit information, select the "View/Set Up Direct Deposit" button below.

Electronic W-2

Would you like to go paperless and receive your W-2 form electronically? If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option.

Paperless: ☐ No

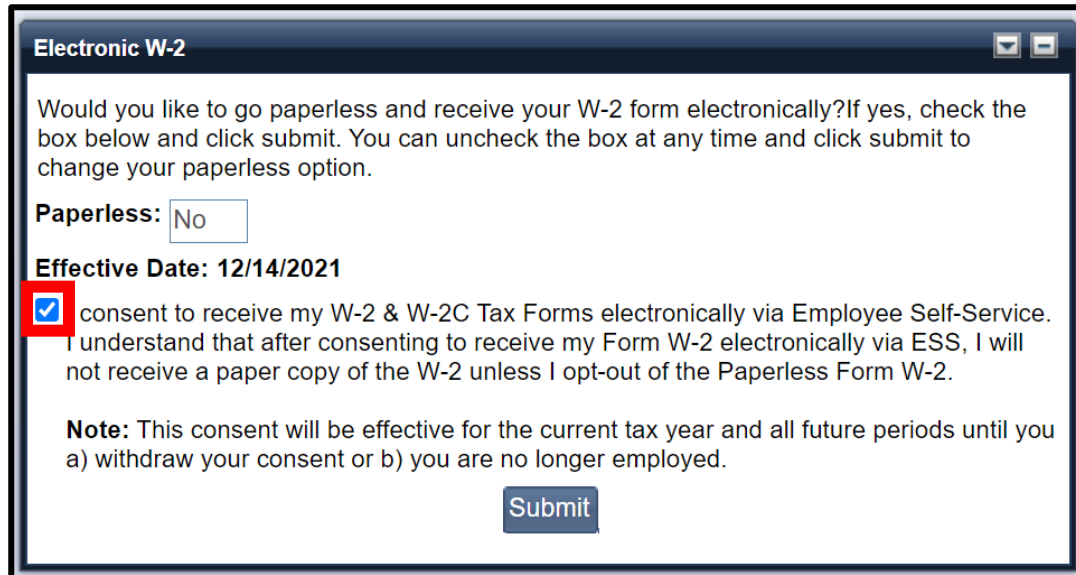
Effective Date: 12/14/2021

☐ I consent to receive my W-2 & W-2C Tax Forms electronically via Employee Self-Service. I understand that after consenting to receive my Form W-2 electronically via ESS, I will not receive a paper copy of the W-2 unless I opt-out of the Paperless Form W-2.

Note: This consent will be effective for the current tax year and all future periods until you a) withdraw your consent or b) you are no longer employed.



3. To receive your IRS FORM W-2 electronically, click the [Checkbox](#).



Electronic W-2

Would you like to go paperless and receive your W-2 form electronically? If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option.

Paperless:

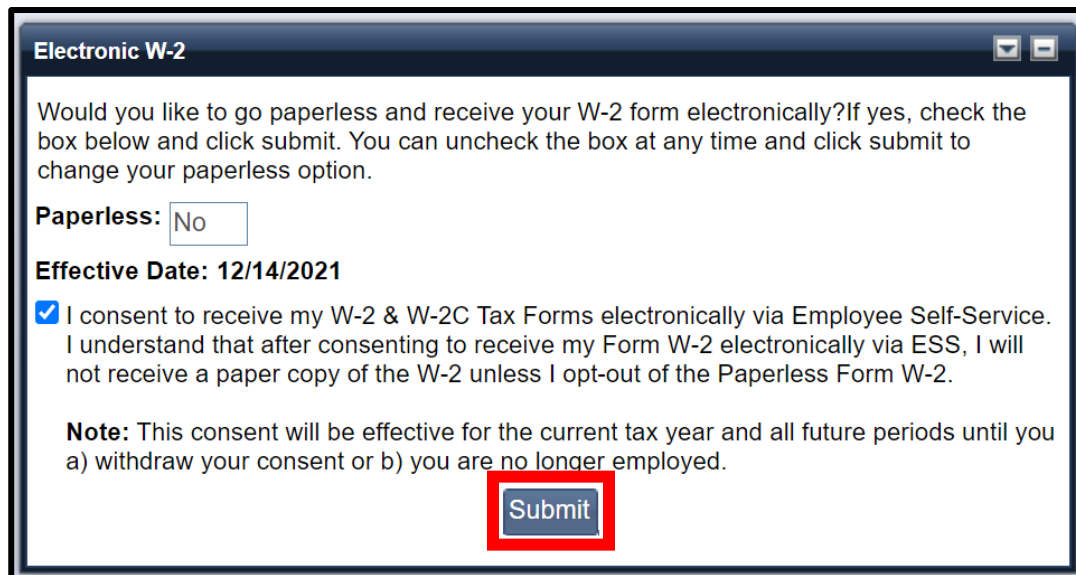
Effective Date: 12/14/2021

☒ I consent to receive my W-2 & W-2C Tax Forms electronically via Employee Self-Service. I understand that after consenting to receive my Form W-2 electronically via ESS, I will not receive a paper copy of the W-2 unless I opt-out of the Paperless Form W-2.

Note: This consent will be effective for the current tax year and all future periods until you a) withdraw your consent or b) you are no longer employed.

[Submit](#)

4. Click the [Submit](#) button.



Electronic W-2

Would you like to go paperless and receive your W-2 form electronically? If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option.

Paperless:

Effective Date: 12/14/2021

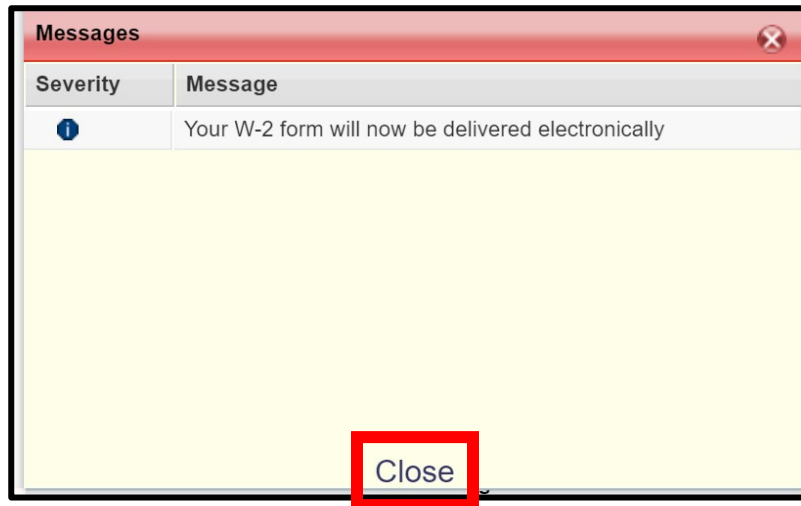
☒ I consent to receive my W-2 & W-2C Tax Forms electronically via Employee Self-Service. I understand that after consenting to receive my Form W-2 electronically via ESS, I will not receive a paper copy of the W-2 unless I opt-out of the Paperless Form W-2.

Note: This consent will be effective for the current tax year and all future periods until you a) withdraw your consent or b) you are no longer employed.

[Submit](#)



5. You will receive a confirmation message indicating that “**Your W-2 Form will now be delivered electronically.**” Click the **Close** button to close the message box.



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Step 3: Remove consent to receive IRS Form W-2 electronically

If you have previously elected to receive your IRS Form W-2 electronically and want to receive a paper form going forward, follow the below instructions to remove your consent to receive IRS Form W-2 electronically.

1. From the ESS Home Page, navigate to the **Compensation** tab.

CGI Advantage ESS

Home Compensation Performance

Issued Checks/Advices

This section allows you to view and download your paystubs. Disposition information states the status of your check with the bank.

Enter a Year: 2021 Submit

Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
	12/22/2021	Regular	0.00	0.00	0.00	Cleared Payment	07/22/2021	
	12/10/2021	Regular	0.00	0.00	0.00	Cleared Payment	07/19/2021	
	11/23/2021	Regular	0.00	0.00	0.00	Cleared Payment	07/05/2021	
	11/10/2021	Regular	0.00	0.00	0.00	Cleared Payment	06/25/2021	
	10/25/2021	Regular	0.00	0.00	0.00	Cleared Payment	06/21/2021	

2. Find the **Electronic W-2** widget in the bottom right corner.

CGI Advantage ESS

Home Compensation Performance

Pay and Deduction Summary

View pay and deduction summary information here. Choose a line in the grid below to view different years or search to refine your selection.

Search

Year	Pay ID	Pay Type	Pay Category	Amount	Q1	Q2	Q3	Q4
2021	40147	Pay Type	REGULAR PAY	9,177.79	2,555.96	1,111.93	0.00	0.00
2021	40147	Pay Type	REGULAR PAY	9,722.05	4,164.47	5,557.58	0.00	0.00
2021	40147	Pay Type	REGULAR PAY	1,200.00	481.61	717.19	0.00	0.00
2021	40147	Pay Type	VSC PAY	783.51	0.00	783.51	0.00	0.00
2021	40147	Pay Type	CA OVT 1.5	53.82	0.00	0.00	0.00	53.82
2021	40147	Pay Type	HOLIDAY	200.62	0.00	0.00	0.00	200.62
2021	40147	Pay Type	STRAIGHT TIME	107.63	0.00	0.00	0.00	107.63

In this section, you can view information pertaining to tax levies and garnishments that are being deducted from your paycheck. For more details, click on the View icon to see additional information.

Deduction Type	Amount Due(\$)	Amount Paid(\$)	View
FED TAX LEVY	6758.51	751.92	

Direct Deposit

Designation of direct deposit option allows for any payroll distributed to you by your employer to be deposited into your designated bank account(s). If you would like to initiate direct deposit, or update information related to your existing direct deposit account settings, please contact your payroll department. To view existing direct deposit information, select the "View/Set Up Direct Deposit" button below.

View/Set up Direct Deposit

Electronic W-2

Would you like to go paperless and receive your W-2 form electronically? If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option.

Paperless: ☒ Yes

Effective Date: 12/14/2021

☒ I consent to receive my W-2 & W-2C Tax Forms electronically via Employee Self-Service. I understand that after consenting to receive my Form W-2 electronically via ESS, I will not receive a paper copy of the W-2 unless I opt-out of the Paperless Form W-2.

Note: This consent will be effective for the current tax year and all future periods until you a) withdraw your consent or b) you are no longer employed.

Submit



3. To receive your IRS FORM W-2 via paper distribution, click the checkbox to uncheck it.

Electronic W-2

Would you like to go paperless and receive your W-2 form electronically? If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option.

Paperless: ☒ Yes

Effective Date: 12/14/2021

☒ I consent to receive my W-2 & W-2C Tax Forms electronically via Employee Self-Service. I understand that after consenting to receive my Form W-2 electronically via ESS, I will not receive a paper copy of the W-2 unless I opt-out of the Paperless Form W-2.

Note: This consent will be effective for the current tax year and all future periods until you a) withdraw your consent or b) you are no longer employed.

Submit

4. Click the **Submit** button.

Electronic W-2

Would you like to go paperless and receive your W-2 form electronically? If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option.

Paperless: ☐ No

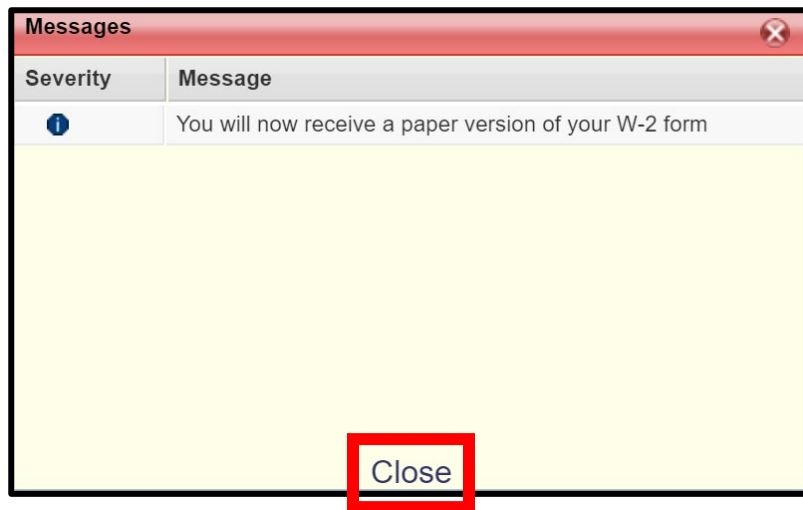
Effective Date: 12/27/2024

☐ I consent to receive my W-2 & W-2C Tax Forms electronically via Employee Self-Service. I understand that after consenting to receive my Form W-2 electronically via ESS, I will not receive a paper copy of the W-2 unless I opt-out of the Paperless Form W-2. Note: This consent will be effective for the current tax year and all future periods until you a) withdraw your consent or b) you are no longer employed.

Submit



5. You will receive a confirmation message indicating that “**You will now receive a paper version of your W-2 form.**” Click the **Close** button to close the message box.



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