

## Request to Opt out of Electronic Delivery of W-2

I hereby request that Loyola University Maryland send a paper copy of any future W-2 tax forms to my home address.

I understand that I am responsible for ensuring that my address information is correct and current, and that this only applies to future tax years.

Further, I agree that Loyola University Maryland is not responsible for any delivery delay or loss of the form once it has been printed and submitted to the US Postal Service for delivery.

## **Personal Information**

Employee Name:			
Employee ID Number (or SSN):			
Current Address:			
Street line 1			
Street line 2			
City	State	Zip	
Authorized Signature:		Date:	

This form must be received by the Payroll office no later than December 15<sup>th</sup> for the tax year in which you want to make the change.