

# What is the Electronic Regulatory Consent Form?

This form allows all employees to receive their Form W-2 electronically, which ensures the employee will have timely and direct access to their tax documentation. The Payroll office recommends this process for all employees.

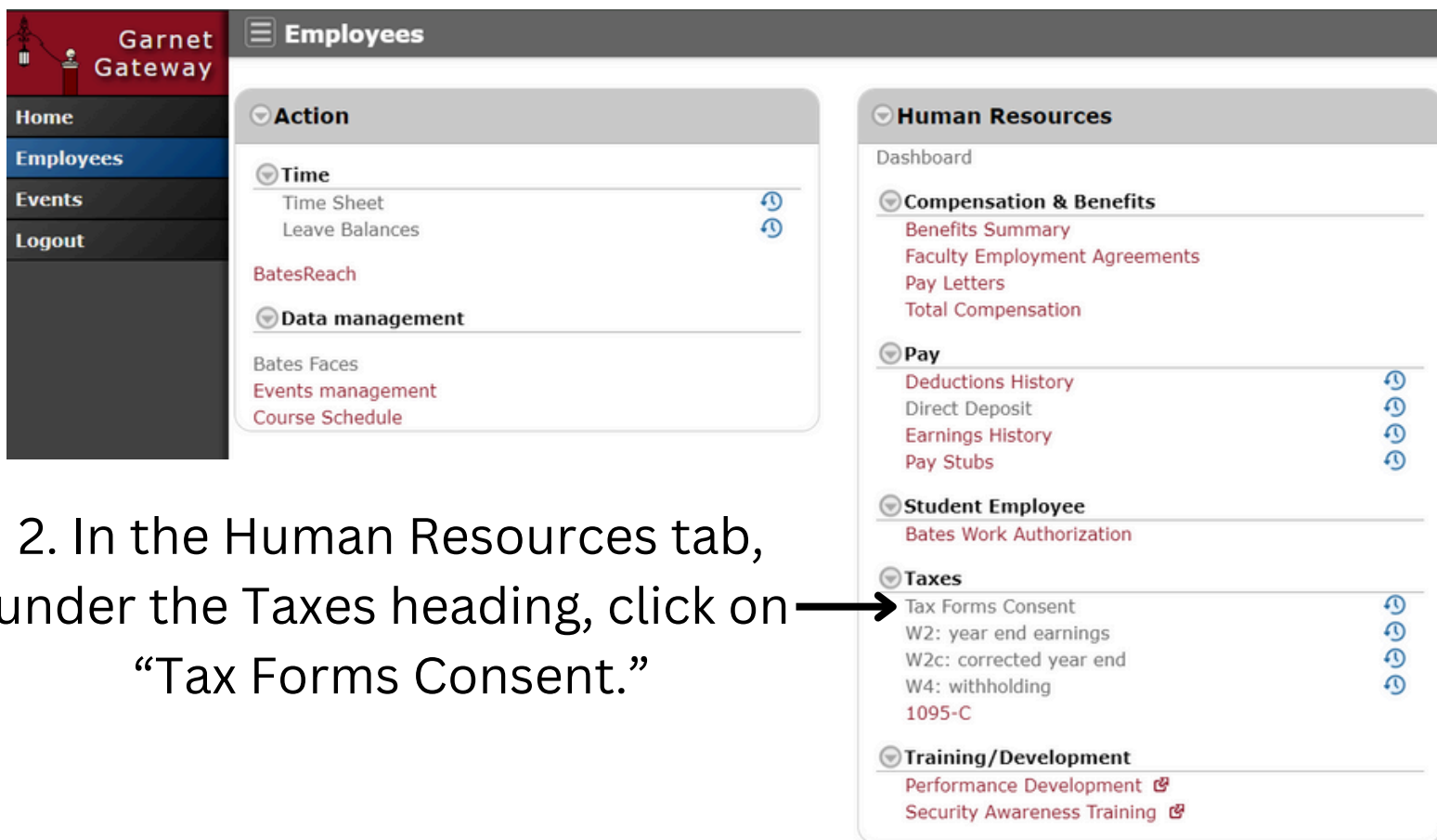
## Electronic Regulatory Consent Form

By consenting to receive your tax statement(s) electronically, you agree to go to Garnet Gateway between January 31 and October 15 of the appropriate year to print each of your tax forms online.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year.

**To consent to receive your tax statement electronically, please complete the following steps:**

1. Log on to Garnet Gateway and click on the Employees tab on the left-hand side.



The screenshot shows the Garnet Gateway interface. On the left is a navigation menu with 'Employees' selected. The main content area is divided into two columns. The left column has an 'Action' header with sub-sections for 'Time' (Time Sheet, Leave Balances), 'BatesReach', and 'Data management' (Bates Faces, Events management, Course Schedule). The right column has a 'Human Resources' header with sub-sections for 'Compensation & Benefits' (Benefits Summary, Faculty Employment Agreements, Pay Letters, Total Compensation), 'Pay' (Deductions History, Direct Deposit, Earnings History, Pay Stubs), 'Student Employee' (Bates Work Authorization), 'Taxes' (Tax Forms Consent, W2: year end earnings, W2c: corrected year end, W4: withholding, 1095-C), and 'Training/Development' (Performance Development, Security Awareness Training). An arrow points from the text 'click on "Tax Forms Consent."' to the 'Tax Forms Consent' link in the Taxes section.

2. In the Human Resources tab, under the Taxes heading, click on  
“Tax Forms Consent.”

3. You'll be brought to your Employee Dashboard. From here, click the "Taxes" drop-down menu, then select "Electronic Regulatory Consent"

**Bates** Garnet Gateway: Employee

Home - Employee Dashboard

### Employee Dashboard

Edmund Muskie  
[Profile](#)

**Pay Information**

**Earnings**

**Taxes**

Federal Tax withheld from your check

Filing Status: Single

Status: Active

Additional Withholding:

Dependent Amount:

Under Age 17 Amount:

Above Age 17 Amount:

Other Income:

Deductions:

Maine State tax withheld from your check

Filing Status: Single

Status: Active

# Exempt: 0

Additional Tax Withholding:

W-4 Employee Withholding Allowance Certificate

W-2 Wage and Tax Statement

W-2c Corrected Wage and Tax Statement

1095-C Employer Provided Health Insurance Offer and Coverage Statement

**Electronic Regulatory Consent**

4. Read the form, check off the W-2 box, and click "Submit"

**Bates** Garnet Gateway: Employee

Home - Employee Dashboard - Electronic Regulatory Consent

### Electronic Regulatory Consent

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the My Choice consent box, or providing written notification to the Human Resources or Payroll office. Revoking consent does not apply to previously issued tax statements.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

**Selection Criteria**

	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input type="checkbox"/>

I understand the instructions provided to me for accessing and printing my electronic tax forms.

[Submit](#)