



300 College Drive | Box 421 | Glendive, MT 59330

1.800.821.8320 | Fax 406.377.8132 | www.DAWSON.edu

January 15, 2025

Dear Buccaneers,

We all hope your new year is off to a great start! DCC is required by the Internal Revenue Service (IRS) to provide each employee with a W-2 Form that states the employee's compensation and tax withholding amounts for the calendar year on or before January 31st of the following year. The IRS permits the use of electronic W-2 statements to meet this requirement. Just like last year, instead of paper copies, employees may choose to receive their W-2 statements electronically.

The benefits of receiving an electronic W-2 statement are:

- Earlier access
- Once received electronically, significantly less possibility that the W-2 may be lost or stolen
- Access is possible electronically if the employee is away from his/her usual home or work location
- Compensation and tax withholding information may easily be downloaded into many tax preparation software programs

Employers must comply with specific IRS regulations to use electronic W-2's and employees must provide their consent to receive an electronic W-2 instead of a paper copy. This notice contains the required IRS disclosure information and instructions for you to consent to receive your W-2 electronically instead of a paper copy. If you have any questions regarding this notice or your W-2 Statement, contact the HR Department.

Please read this entire notice and, if you wish to receive all future W-2 statements from this company electronically, provide your consent as instructed below. If you do not provide this consent by January 25th you will receive a paper copy of your W-2 statement.

As required by the IRS, this consent must be made electronically in a manner that reasonably demonstrates that the employee can access the W-2 in the electronic format in which it will be provided. As an alternative, the consent may be made via e-mail or via a paper authorization if it is confirmed electronically in a manner that demonstrates the employee's ability to access the electronic statement.



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To assure compliance with this requirement, employees who wish to receive their W-2 electronically must: **Login to the MyInfo site using your D#. In the MAIN MENU, section select EMPLOYEE, then select TAX FORMS. Then select ELECTRONIC REGULATORY CONSENT to make sure the “Consent to receive W-2 electronically” box is checked.**

If you are unable to provide consent in this preferred manner, please contact the HR Department no later than January 25th. This consent will cease if the employee is no longer employed at DCC.

An employee who chooses to receive his/her W-2 statement electronically may withdraw consent. The employee's withdrawal of consent will be effective on the date it is received and the Human Resources Department will confirm in writing or by e-mail the effective date of the consent withdrawal. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued.

To withdraw your consent, send an e-mail or written notice to:

Human Resources Department: [hr@dawson.edu](mailto:hr@dawson.edu)

Name of Company: Dawson Community College

Street Address: 300 College Drive Glendive, MT

City, State, Zip Code: Glendive, MT 59330

Phone Number: 406-377-9402

Payroll E-mail address: [treed@dawson.edu](mailto:treed@dawson.edu) or [hr@dawson.edu](mailto:hr@dawson.edu)

In addition, an employee's written request to receive a paper copy will be considered a withdrawal of consent for electronic delivery.

If an employee consents to electronic W-2 delivery and the delivery is unable to be made due to a technical problem, incorrect login or password, or incorrect e-mail address, the employee will receive a paper copy. If there is any change in how to receive electronic delivery, employees will be notified immediately via e-mail or written notice. Employees are also required to inform the HR Department promptly of any personal address or status changes through the company intranet or by written notification.



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Electronic W-2 statements will be accessible through the employee website through December 31, 2025.

If you completed the electronic consent correctly, you will receive an e-mail notification no later than January 31st with the subject line "Important Tax Return Document Available".

To download or print your W2, please follow these steps:

1. Sign into MyInfo
2. Select the "Employee" Tab
3. Select "Tax Forms"
4. Select "W-2 Wage and Tax Statement"
5. Using the drop down area select the 2024 Tax Year
6. Use "Control P" and change the orientation to Landscape to print this form or save as a PDF. (The "Printable W-2" button is not working correctly – please do not use it.)

If you need assistance retrieving your W-2, please contact Tammy.

Ashton Copp  
HR Assistant  
406-377-9430  
[acopp@dawson.edu](mailto:acopp@dawson.edu)

Tammy Reed  
Assistant Business Manager  
406-377-9402  
[treed@dawson.edu](mailto:treed@dawson.edu)

Sincerely,  
Tammy Reed