## Steps to suppress the printing & mailing of W-2s

Once you have registered for and gained access to the ADP Portal, you may suppress the printing and mailing out by ADP of your paper W2 by doing the following:

1) Sign into **my.adp.com;** on the home page click on your initials at the top right, then click on settings. Then click on GO PAPERLESS on the left side.



2) Once in Paperless Settings, go to the TAX STATEMENTS area and turn on Receive Paperless Statements.

Pap	perless Settings	×
	Tax statements 💿	
	Receive paperless statements View consent	
	Send me email notifications	
	🏠 You can always download your pay and tax statements from the pay page.	
	Marca Deve	

3) Once you complete step 2 and turn on paperless statements you MUST read and agree to the statement that pops up on your screen in which you are giving written approval to suppress the printing out and mailing of your W2. Once you do that the process is complete.

Go Paperless Electronic Signature
Review and select "I agree" to turn on paperless settings.
This notice is intended to provide you with important information required by the
Electronic Signatures in Global and National Commerce Act (E-Sign Act). Clicking "I
Agree" will constitute your electronic signature.
Purpose of Consent: You can choose to stop receiving paper copies of the
statements and access such statements (and related notices) online only.
Right to Withdraw your Consent: You have right, at any time, to withdraw your
consent to electronically receive statements (and related notices) selected below.