



Employee Acknowledgement Form

Employee Name: \_\_\_\_\_

Paperless W-2

• I give my consent to Omaha National Employer Services, LLC on behalf of \_\_\_\_\_ hereafter called the Company to deliver my W-2 statements to me only electronically. I understand that I will have access to finalized W-2s no later than January 31st of the year due and previous W-2s, if issued by Omaha National Employer Services, LLC, online through the "My Forms- W2s" link on my employee dashboard where I will be able to view, download and print them as I wish. \_\_\_\_\_(Initial)

Withholding

• I give my consent to the Company to withhold on my behalf federal and (where applicable) state income tax from my pay according to withholding form(s) previously filed or based on changes to withholding as I've submitted online through the "My Forms- Withholding" link on my employee dashboard. Further, I understand that if I do not submit withholding forms timely, the Company, by law, must withhold the maximum allowable by indicating I am single person with zero allowances. \_\_\_\_\_(Initial)

Direct Deposit

• If, at any time, I submit direct deposit instructions to the Company, I give my consent to initiate direct deposit reimbursement credit entries and to initiate, if necessary, correcting debit entries made in error to my account(s). I understand I may edit, add or remove direct deposit details online through the "My Direct Deposits" link on my employee dashboard or by submitting detail of such changes in writing along with a copy of a voided to check(s) to the Company. \_\_\_\_\_(Initial)

Paperless Statements

• I give my consent to the Company to deliver my Pay Statements to me only electronically if I have elected to receive my compensation via direct deposit. I understand that I will have access to my current pay statement no later than the current pay date and previous Pay Statements if issued to me by Omaha National Employer Services, LLC, online through the "My Pay Statements" link on my employee dashboard, where I will be able to view, download and print them as I wish. \_\_\_\_\_(Initial)

***Above authorizations remain in full force and effect until the Company has received written notification from me of withdrawal of consent in such time and manner as to afford the Company reasonable time to act on it.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date