To make a NEW W-2 delivery method election, please follow the below steps under "New Election" instructions. If you are changing an already existing method for the current tax year, or if you do not see the "New Election" button, please scroll down to the "Changing an Existing Election" instructions.

New Election

1. Log into BUworks Central at www.bu.edu/buworkscentral
2. Click on the Employee Self-Service tab, then click on W-2 Election, under the Pay section

3. Ensure that you are allowing pop-ups, because the election will open in a new window
4. Click on the "New Election" button, then click "Elect for Trustees of Boston University"

5. After clicking on "Elect for Trustees of Boston University", the election screen for the current tax year will appear.

Election for Online W-2/W-2c

For help making your W-2 Election please click here.

Overview of Elections

Status	Election Valid From	Consent Status
Election period open	01/01/2017	Receive Form W-2/W-2c only in paper.

Employee Details

Personal Information

Employee name: Your name will appear here

Election Details   Receive paper W-2   Receive online W-2

Election Details

Election Valid From: 01/01/2017

Election Period End: 01/20/2018

The status for the current tax year election period should indicate that the Election period is open. Under the Election Details section, you can choose to receive a paper W-2 or to receive your W-2 online only. In order to make an election, you will click on one of the options.

6. After you click on your election, the below confirmation pop-up will open. You need to click "OK" in order to save your election.

Confirmation

Confirm your election

By confirming this election, you agree to receive Forms W-2 and W-2c as selected below.
Receive Form W-2/W-2c only via online service.
You can withdraw your consent at any time during the election period.

OK   Cancel

7. After clicking "OK", you will get a message indicating that your choice has been saved and you can now close the window.

Election for Online W-2/W-2c

☑ Data saved successfully

▼

For help making your W-2 Election please click here.

▼ Overview of Elections

Status	Election Valid From	Consent Status	
Election period open	01/01/2017	Receive Form W-2/W-2c only via online service.	▲
			▼

▼ Employee Details

Personal Information

Employee name:

▼ Election Details   Receive paper W-2 | Receive online W-2

Election Details

Election Valid From: 01/01/2017

Election Period End: 01/20/2018

Change Existing Election

1. Log into BUworks Central at www.bu.edu/buworkscentral
2. Click on the Employee Self-Service tab, then click on W-2 Election, under the Pay section

3. Ensure that you are allowing pop-ups, because the election will open in a new window
4. You will notice that the "New Election" button is no longer available. To confirm your election, find the current tax year start date and review the text in the Consent Status column. If your election is correct, you do not need to do anything further. If you want to change your election, click on the row that has the open election period.

5. The election options will appear at the bottom, allowing you to change your election

Election for Online W-2/W-2c

For help making your W-2 Election please click here.

▼ Overview of Elections

	Status	Election Valid From	Consent Status	
	Election closed	01/01/2014	Receive Form W-2/W-2c only via online service.	
	Election closed	01/01/2015	Receive Form W-2/W-2c only via online service.	
	Election closed	01/01/2016	Receive Form W-2/W-2c only via online service.	
	Election period open	01/01/2017	Receive Form W-2/W-2c only via online service.	

▼ Employee Details

Personal Information

Employee name: Your name will appear here

▼ Election Details   Receive paper W-2   Receive online W-2

Election Details

Election Valid From: 01/01/2017

Election Period End: 01/20/2018

6. Make your choice, paper or online only, by clicking either option.
7. After you click on your election, the below confirmation pop-up will open. You need to click "OK" in order to save your election

Confirmation ▢ ✕

Confirm your election

By confirming this election, you agree to receive Forms W-2 and W-2c as selected below.
Receive Form W-2/W-2c only in paper.
You can withdraw your consent at any time during the election period.

[OK] [Cancel]

8. After clicking "OK", you will get a message indicating that your choice has been saved and you can now close the window.

Election for Online W-2/W-2c

✓ Data saved successfully

For help making your W-2 Election please click here.

▼ Overview of Elections

	Status	Election Valid From	Consent Status	
	Election closed	01/01/2014	Receive Form W-2/W-2c only via online service.	
	Election closed	01/01/2015	Receive Form W-2/W-2c only via online service.	
	Election closed	01/01/2016	Receive Form W-2/W-2c only via online service.	
	Election period open	01/01/2017	Receive Form W-2/W-2c only in paper.	

▼ Employee Details

Personal Information

Employee name:

▼ Election Details   Receive paper W-2   Receive online W-2

Election Details

Election Valid From: 01/01/2017

Election Period End: 01/20/2018