



ESS W2 Tax Delivery Option

TO GET STARTED WITH ELECTRONIC W2 DELIVERY:

It is important to note that employees who choose electronic delivery of their W2 forms need to elect this option in ESS.



- Login to [Employee Self Service](#)
- Select Personal Information
- Click Edit to add Alternate email address

Munis Self Service

Personal Information

Home
Employee Self Service
Employee Notifications
Pay/Tax Information
Personal Information
Job Information

GENERAL

Alternate email address: John.Smith@gmail.com
Hire date: 01/31/2023
Primary location: PAYROLL
District location: 01/31/2023
Check location: 01/31/2023
District location: 01/31/2023

Name: SMITH, JOHN
Employee ID: 100000
SSN: XXX-XX-XXXX
Active status: ACTIVE
Personnel status: FULL TIME EXEMPT

CONTACT

Supervisor
Supervisor Name
Supervisor email
Supervisor.Name @fwisd.org

EDIT

- Click Save

Munis Self Service

Personal Information

Home
Employee Self Service
Employee Notifications
Pay/Tax Information
Personal Information
Job Information

GENERAL

Alternate email address: john.smith@gmail.com
Hire date: 01/31/2023
Primary location: PAYROLL
District location: 01/31/2023
Check location: 01/31/2023
District location: 01/31/2023

Name: SMITH, JOHN
Employee ID: 100000
SSN: XXX-XX-XXXX
Active status: ACTIVE
Personnel status: FULL TIME EXEMPT

TAX DELIVERY OPTIONS

Supervisor
Supervisor Name
Supervisor email
Supervisor.Name @fwisd.org

SAVE CANCEL



ESS W2 Tax Delivery Option

- Select Tax Delivery Options
- Select W2 Delivery Method

The image displays two screenshots of the Munis Self Service portal. The top screenshot shows the 'Personal Information' page with a red box highlighting the 'TAX DELIVERY OPTIONS' link. The bottom screenshot shows the 'W-2 Delivery Method' selection screen with radio buttons for 'Mail', 'Alternate email', and 'Self service only', where 'Alternate email' is selected.

- **Mail** – to receive a hard copy by USPS mail to your address on file
- **Alternate email** – to receive a secure email containing your W-2 to your alternate email address on file (an alternate email address must be provided under 'Personal Information' by clicking 'General' and 'Edit')
- **Self service only** –to access and print W2 from ESS only.

*A copy your or W2 can be obtained by contacting the Payroll Department and submitting a \$15.00 fee per copy to the FWISD Cashier located in the District Service Center *

Overall, opting for electronic delivery of the W2 form can enhance convenience, security and efficiency in managing tax-related documents for employees.