



# TeleSearch Staffing Solutions

## The Premier Staffing Service

### Consent for Electronic W-2 Wage and Tax Statements

TeleSearch Staffing Solutions is required by the Internal Revenue Service (IRS) to furnish all employees a Form W-2 Wage and Tax Statement each calendar year to be used in completing the employee’s annual tax returns. The Form W-2 Tax Statement details the employee’s wages, tax withholding and other important payroll information for the calendar year. TeleSearch employees may elect to receive their Form W-2 Wage and Tax Statements electronically in the same way weekly pay stubs are accessed – through the Employee Portal.

#### Consent

The IRS has approved the distribution of Form W-2 in electronic form in lieu of paper. Employee consent is required in order to initiate this request. Please read the entirety of this notice to provide your consent to receive 2023 W-2 Wage and Tax Statements in electronic format.

#### Disclosures

An employee’s consent is valid for all subsequent tax years unless revoked by the employee, termination of the employee, or the electronic delivery method is no longer supported. An employee who chooses to receive his/her Form W-2 online can change his/her mind and withdraw consent to online delivery by contacting your local TeleSearch office. An employee’s withdrawal of consent will be effective on the date advised. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued.

You will be able to access your W-2 statement through our Employee Portal (<https://tel.aviontego.com/portals/login.aspx?CompanyID=TEL>). Please contact your local TeleSearch office to receive your login credentials if you are not already set up.

To consent to electronic delivery of Form W-2 for Tax Year 2022 and after please sign this form and return this notice to the Payroll Department via inter-office mail, email ([payroll@telesearch.com](mailto:payroll@telesearch.com)) or fax (973-927-7880):

I consent:

Printed Name: \_\_\_\_\_ SSN#: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, please contact the Payroll Office at 973-927-6914

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#### A Division of TeleSearch, Inc.

251 U.S. Hwy. 206  
Flanders, NJ 07836  
973-927-7870  
Fax 973-927-7880

70 Schanck Road  
Freehold, NJ 07728  
732-303-1200  
Fax 732-303-1800

301 Madison Ave.  
Lakewood, NJ 08701  
732-886-1200  
Fax 732-886-1201

115 Rt. 46 West  
Mt. Lakes, NJ 07046  
973-335-1900  
Fax 973-331-5108

257 Spring Street  
Newton, NJ 07860  
973-579-0051  
Fax 973-579-9505