

Action Plan to Encourage Your Employees to Accept Electronic Delivery of Year-End Tax Documents

From Payroll Network

Below are two **emails** and three **posters** to use to educate your employees about the benefits of iSolved Electronic Delivery.

Email #1

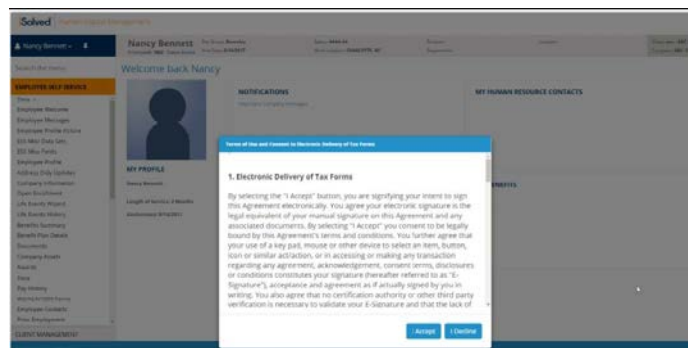
Send the Email #1 to your employees **early in the week of November 5th**. The email educates your employees about the availability and benefits of Electronic Delivery and encourages them to the Accept Electronic Delivery of Tax Forms.” Of course, please feel free to customize the suggested text as appropriate:

Dear Employees,

Do you want to make retrieving your W2 easy, fast, more secure, and green?

With iSolved Electronic Delivery you can retrieve your year-end tax documents conveniently – anytime including weekends and evenings – without referring to Human Resources. Electronic Delivery increases the security of your personal data because it eliminates paper distribution of W2s—no sensitive documents to misplace. Finally, it is environmentally friendly!

*Starting next Monday, November 12th, when you log into iSolved, you will see a pop up box asking you to Agree or Decline **Electronic Delivery of Tax Forms**.*



If you select “AGREE” you’ll receive an email in January from iSolved informing you when your W2 is prepared and ready for viewing and downloading.

So, let’s go green!

Your HR Department

Email #2

Send a reminder email to your employees on **November 12th**:

Dear Employees,

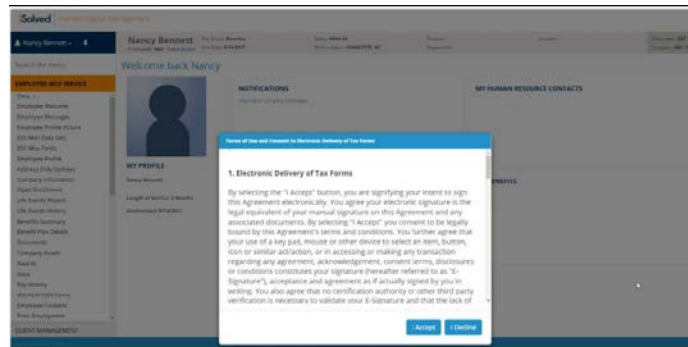
As a reminder, today, when you log into iSolved, you’ll see a pop up box asking you to AGREE to receiving Electronic Delivery of W2, 1099 or other relevant tax documents.

You'll recall my email of **DATE**. To review:

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Your HR Department

Electronic Delivery Posters-On-Demand

- Get your employees engaged and excited about Electronic Delivery! Post these flyers in your breakroom and/or use it as an attachment to your emails.

