

Electronic Statements Enrollment Form

As you know, we are required by the Internal Revenue Service (IRS) to provide each employee with a direct deposit advice and W-2 Form, hereinafter “statements”, that states the employee’s compensation and tax withholding amounts. Previously we provided paper copies; however, we now give employees the opportunity to receive these statements electronically.

The benefits of receiving electronic statements are:

- Earlier access
- Once received electronically, significantly less possibility that the statements may be lost or stolen
- Access is possible electronically if the employee is away from his/her usual home or work location
- Accumulated totals and history available at the click of a button

Please read this entire notice and, if you wish to receive all future statements from this company electronically, provide your consent by completing this form and returning it to your manager, otherwise, you will continue to receive your statements by US Postal Mail. Your consent will remain in effect for the duration of your employment. You may withdraw consent at anytime by completing the “Electronic Statement Change Form” located at www.stanclarkcompanies.com. The withdrawal of consent will take effect as soon as the form can be processed by Accounting.

Employee Name: _____
First Name Middle I Last Name

E-mail address: _____

Company employed at: EJ JOS MJ SCC JC EJPPG

The statements will be available by the Friday of payroll. An email will be sent to the above reference email address stating that it has been posted. You can then follow the email link to your statements. If you have forgotten your password, there is a link to reset your password.

If an employee consents to electronic statements delivery and the delivery is unable to be made due to a technical problem, incorrect e-mail address, the employee can receive a paper copy by contacting the Accounting Department. Employees are required to inform the Accounting Department promptly of any personal address or email changes. If you terminate your employment, while enrolled in this program, your final W-2 will be posted at www.viewmypaycheck.com. Please feel free to contact the Accounting Department at 405-377-0799 X328 with any questions regarding this procedure.

I agree to have my direct deposit advices and W-2’s posted at www.viewmypaycheck.com using the above referenced email address.

I do not wish to have my direct deposit advices and W-2’s electronically.

Signature

Date

Note – Without a digital signature, this form must be printed out and physically signed. You may send it via email at melissah@scc.eskimojoes.com, fax at 405-377-0825, or postal mail at Electronic W-2, P. O. Box 729, Stillwater, OK 74076.