

W-2 OPT-OUT (Go Paperless) Instructions

Follow these 5 easy steps to Opt Out (Go Paperless):

1. Sign into NYS Payroll Online via the [SUNYHR Portal](https://suny.edu/hrportal). (<https://suny.edu/hrportal>)

SUNY Secure Sign On

Campus: Potsdam

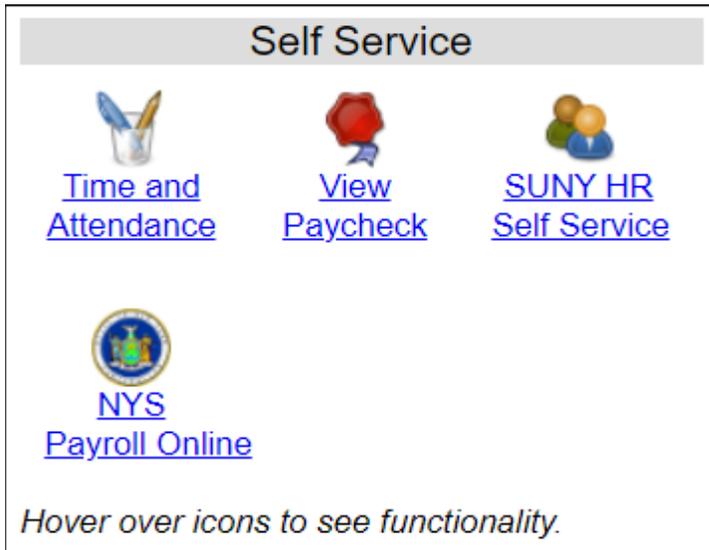
Remember Campus?

LOG IN FORGOT PASSWORD APPLICATION ACCESS

SUNY The State University of New York

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2. Once logged into SUNY HR, click on the NYS Payroll Online Link.



- Once in NYS Payroll Online, click on Go Paperless

Office of the NEW YORK
STATE COMPTROLLER | **NYSPPO**
NYS Comptroller Thomas P. DiNapoli | New York State Payroll Online

NYS Payroll Online

- View Paycheck**
View your past and present pay stubs.
- View Direct Deposit Account(s)**
View your direct deposit account details.
- Go Paperless**
Opt In/Out of receiving printed pay stubs and /or W-2s.
- Update Tax Withholdings**
View and update your Federal, State, and Local tax withholding information.
- View W-2**
View and print your past and present W-2s.
- Update Email Addresses**
View and update your email addresses
- How Can We Improve This Site?**
Take a quick survey and share your thoughts.

- Then click on Printed W-2s.

Printed Pay Stubs

Grant or withdraw consent to stop printing pay stubs

Printed W-2s

Grant or withdraw consent to stop printing W-2s

- Finally, check the box for “I do not want a printed copy of my W-2s sent to me.” Then, click the save button.

Printed W-2s

HAGGETT,JESSICA L

Submit or withdraw your consent to receive a printed copy of your W-2s.

By checking the box below and clicking Save, I am confirming that I no longer wish to receive a printed copy of my Form W-2, Wage and Tax Statement. I understand that I can access and print a copy of my Form W-2 from NYSPPO, and that a [Job Aid](#) is available for printing instructions. I reserve the right to change my election at any time.

Your Current Status : Consent Withdrawn

I do not want a printed copy of my W-2s sent to me.

Save

When it's time to view your W-2, go to NYSPPO and click View W-2 to obtain your tax document.