

NOW IS THE TIME TO SIGN UP FOR ELECTRONIC TAX FORMS!



Broken Arrow Public Schools now has the capability to deliver IRS Forms W-2 and 1095-C electronically.

Advantages of Electronic Delivery

- Eliminates the chance that your tax forms will get lost, stolen, misdirected, or delayed during mail delivery.
- Gives access to your tax forms earlier than the traditional site pickup process
- Gives access to your tax forms from anywhere at any time
- Saves district resources due to reduced printing and delivery costs

You are given the options of school site or Employee Portal only. The default option is listed as school site. **Therefore, if you do not choose to log in to make a selection, your tax forms will be delivered to your school site.**

Signing Up for Electronic Delivery

Simply go to the Employee Portal: <https://ok.wengage.com/BrokenArrow/accounting/employeeportal>

Log in to Your Portal and click on **IRS e-Consent** tab. From there you can change your delivery method.

W2 e-Consent Statement

I understand that Broken Arrow Public Schools (the District) is obligated to issue to me, annually, a W-2 statement. I also understand that the District must send that statement to me by U.S. mail to my last known permanent address (or hand deliver it to me) unless I affirmatively consent to the delivery of that form via the employee portal. I understand that my consent will remain active until I chose to withdraw consent. Further, I understand that I may choose to withdraw my consent at any time, however, I understand that withdrawal will not impact any previously issued W-2 statements. I also acknowledge that at any time I may request a paper copy of my W-2 which will constitute my withdrawal of consent. Finally, I understand that my termination of employment will also constitute my withdrawal of consent and that it is my responsibility to keep my contact information up to date with the District. I hereby affirmatively consent to the issuance of the form by the District to me via the employee portal.

I have read and agree to the W2 e-Consent Statement. (check box)

1095-C e-Consent Statement

I understand that Broken Arrow Public Schools (the District) is obligated to issue to me, annually, IRS form 1095-C known as the Employer Provided Health Insurance Offer and Coverage form. I also understand that the District must send that form to me by U.S. mail to my last known permanent address (or hand deliver it to me) unless I affirmatively consent to the delivery of that form via the employee portal. I hereby affirmatively consent to the issuance of the form by the District to me via the employee portal.

I have read and agree to the 1095-C e-Consent Statement. (check box)

[I Accept](#) (click I Accept to finalize)

Please Be Advised of the Following:

- Electronic tax forms will be a Portable Document Format (PDF) that requires Adobe Acrobat Reader. If you do not already have Adobe Acrobat installed, you may download a free copy at <https://get.adobe.com/reader/>.
- Once you agree to receive your tax forms by electronic delivery, you will continue to receive them via electronic delivery each year until you change your election. At any time throughout the year, you may re-print a duplicate copy of your tax forms from Broken Arrow Public Schools. That request will not change the election to receive future tax forms via electronic delivery.
- Electronic delivery of tax forms is terminated after a person is no longer a full-time or part-time employee of Broken Arrow Public Schools. All provisional and former employees will receive paper tax forms mailed to their home address. If you have moved from the address in your BAPS personnel file, please contact our BAPS HR office via email: hrdesk@baschools.org.