



*United Supermarkets LLC is required by the IRS to furnish all team members with a Form W-2 for each calendar year. The Form W-2 details the team member's compensation and tax withholding amounts for the year. Beginning in 2012, United Supermarkets Team Members may choose to receive their Form W-2 electronically in lieu of the paper version. Please read all of the following information and provide your consent to receive all future Form W-2s in electronic format **only** by signing the statement below.*

**What are the benefits of receiving an electronic Form W-2?**

There are multiple benefits to receiving an electronic Form W-2:

- Online delivery reduces the chance that the Form W-2 will be lost, delayed, or misdirected during delivery or after receipt.
- You have access from a secure website at any time, no matter where you are.
- You are contributing to reducing expenses associated with the processing and delivery of Form W-2.

**How do I consent to receive only an electronic (online) version of Form W-2?**

IRS regulations require that team members must affirmatively consent to receiving their Form W-2 electronically.

- At this time, your consent must be made on paper.
- Upon receipt of your consent, we will send confirmation electronically to the e-mail address indicated on the consent form.
- You can withdraw your consent and request a paper statement at any time.

**Disclosure Notices**

- A team member who consents to receiving his/her Form W-2 online will not receive a paper copy. If a team member does not consent to electronic delivery, he/she will continue to receive a paper copy of Form W-2.
- A team member who elects to receive his/her Form W-2 online can also receive a paper copy of the W-2 by contacting the Payroll Department at 806-791-0220. Request for a paper copy does not withdraw the team member's consent for electronic delivery of future Form W-2s.
- A team member who elects to receive his/her Form W-2 online can withdraw his/her consent to online delivery. A team member's withdrawal of consent must be in writing and will be effective on the date received by the Payroll Dept. If consent is withdrawn, it will be effective only for those Form W-2s not yet issued. Consent may be withdrawn by sending a written notice to the following address:

United Supermarkets  
Attn. Payroll Dept.  
7830 Orlando Avenue  
Lubbock, TX 79423

If a team member's employment with United Supermarkets is terminated, the Team Member's consent to receive an electronic W-2 will remain in effect unless a written withdrawal is received as set out above.

- Team members will be promptly notified if any contact information changes. It is also the team member's responsibility to notify United Supermarkets of any changes to their personal information via mail or by submitting a Team Member Change Form from their respective home store.



- A team member's consent to receive Form W-2 by electronic format will remain in effect unless a written withdrawal is received.
  
- All team members should be aware that the Form W-2, even when provided electronically, may need to be attached to their annual tax return, usually Form 1040. Team members may print as many copies as needed from the website.
  
- Team members will be notified via e-mail when Form W-2s are available online. The electronic version will be available online through October 15 of each year.

\_\_\_\_\_  
 Team Member Name (**please print**)

\_\_\_\_\_  
 Team Member #

\_\_\_\_\_  
 Social Security Number

\_\_\_\_\_  
 Store Number

\_\_\_\_\_  
 E-mail Address

I understand that by signing below, I consent to receive Form W-2 in electronic format in lieu of receiving a paper copy. I also understand that I may withdraw my consent at any time by submitting written notification to the address listed above.

\_\_\_\_\_  
 Team Member Signature

\_\_\_\_\_  
 Date