



**Northwest
Allen County
Schools**

To: NACS Employees

From: NACS Administration Office

Re: Electronic W-2 Forms

Employees now have the option to receive annual W-2 Forms electronically through Doculivery, the same as paychecks are currently distributed.

To opt-in for this service, log in to the Doculivery website at:

- <https://mydoculivery.com/External/NW/Login.aspx>
- or
- Through the "Staff" then "Online Payroll-Doculivery" links on the NACS website – www.nacs.k12.in.us

Log-in the same as logging in for paychecks. Click on the "W-2" Tab, then on the right side select "click here to opt-in for electronic W-2s!"

Electronic W-2 Forms.docx