



University of Houston
Division of Administration and Finance

PRESS RELEASE

FOR IMMEDIATE RELEASE

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W-2 FORMS NOW AVAILABLE ONLINE

Houston, January 15, 2009 – The University of Houston is pleased to announce that 2008 W-2 forms are available online effective January 14, 2009. Faculty, staff and student employees can choose to receive their 2008 W-2 form, Wage and Tax Statement, online through the **PASS** website instead of by regular mail.

In order to access and print the W-2 form electronically, employees must accept the online consent agreement. This consent agreement applies to the current year only, so employees must agree to receive the form electronically each year. This election must be made by January 21, 2009.

Employees who do not agree to the Electronic Consent will receive their paper W-2 form via U.S. Postal Service. These forms will be mailed out by January 31 as required by the Internal Revenue Service.

Instructions on how to print the W-2 form are available at www.uh.edu/adminservices/PASS/w2.htm

For assistance with PASS, employees can contact the Employee Services Center at 713.743.3988.

About the University of Houston

The University of Houston, Texas' premier metropolitan research and teaching institution, is home to more than 40 research centers and institutes and sponsors more than 300 partnerships with corporate, civic and governmental entities. UH, the most diverse research university in the country stands at the forefront of education, research and service with more than 35,000 students.