

## **Terms of Use and Consent to Electronic Delivery of Tax Forms**

### **1. Electronic Delivery of Tax Forms**

By selecting "I Accept" below you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a keypad, mouse, or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third-party verification is necessary to validate your E-Signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of your E-Signature or any resulting contract between you and Griffiss Institute Inc. (hereafter referred to as "Company".)

Under this Consent, Company will provide all year-end tax forms including but not limited to W-2s, 1095s, and 1099s to you in an electronic format. If you do not grant consent you will receive all applicable year-end tax forms in paper format. Acceptance of electronic delivery is applicable for year-end tax forms issued after the date of acceptance and every year thereafter unless consent is subsequently withdrawn.

### **2. System Requirements**

To access and retain the electronic delivery of tax forms, you will need the following:

- A computer or mobile device with Internet or mobile connectivity.
- For website-based Communications, a current web browser that includes 128-bit encryption. Minimum recommended browser standards are Microsoft Internet Explorer version 8.0 and above (see [www.microsoft.com/ie](http://www.microsoft.com/ie) for current version), Mozilla Firefox current version (see [www.mozilla.com](http://www.mozilla.com) for current version), Apple Safari current version (see [www.apple.com/safari](http://www.apple.com/safari) for current version), or Chrome current version (see [www.google.com/chrome](http://www.google.com/chrome) for current version). The browser must have cookies enabled.
- For application-based Communications, a mobile phone operating system that supports text messaging, downloads, and applications from the Apple App Store or Google Play store.
- Access to the email address used to create an account for Company access.
- Sufficient storage space to save Communications and/or a printer to print them.

### **3. Paper Delivery of Year End Tax Forms**

You have the right to receive year-end tax forms in paper form. To request a paper copy of any year-end tax form, please email [accounting@griffissinstitute.org](mailto:accounting@griffissinstitute.org) and specify which form you would like to receive a paper copy. Request for a paper copy does not withdraw your consent for any future delivery of year-end tax forms.

### **4. Withdrawal of Consent to Electronic Delivery**

You may withdraw your consent to receive electronic delivery of year-end tax forms at any time, by submitting this form and selecting "I Decline" as your consent option and submitting it to <http://www.griffissinstitute.org/documentsubmission>. Any withdrawal of your consent will be effective after a reasonable period of time for processing your request and confirmation by Company in writing or via email. Withdrawal does not apply to previously issued year-end tax forms.

### 5. Updating Your Email Address

You can change your email address which is used by Company to communicate electronically by submitting an email to [accounting@griffissinstitute.org](mailto:accounting@griffissinstitute.org). To update the email used for electronic delivery of your year-end tax forms you must submit an updated version of this form to our submission portal: <http://www.griffissinstitute.org/documentsubmission>.

### 6. Conditions Affecting Electronic Communications

Circumstances under which electronic conditions no longer make it feasible to provide year-end tax forms electronically may give rise to Company providing year-end tax forms in paper form. It is at the Company's sole discretion to determine the method of distribution for year-end tax forms in other circumstances where electronic delivery is no longer feasible, provided Company adheres to the Terms of Use. Should such a condition arise, you will be notified by Company via email to the email address provided on this form.

**Your Consent:** After carefully reading these Terms of Use and Consent to Electronic Delivery of Tax Forms please indicate your understanding and acceptance by checking one of the following boxes:

- "I Accept" indicating your acceptance of the Terms of Use and Consent to Electronic Delivery of Tax Forms.
- "I Decline" indicating that you do not accept the Terms of Use and Consent to Electronic Delivery of Tax Forms.

***PERSONAL Email Do not use your work email address or school email address or this form will be returned.*** This is for delivery of your personal year-end tax forms: \_\_\_\_\_

Signed:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date