



Electronic Distribution of Employee Documents Consent

MGE has the capability of sending out electronic documents such as pay stubs, W2's, 401(k) notices, and other benefit information to your personal email.

The benefits of receiving electronic documents are:

- Once received electronically, there is significantly less possibility that sensitive information may be lost or stolen
- Access is possible electronically if the employee is away from his/her usual home or work location
- Environmentally friendly (paperless)

Please choose only one option below either Option No. 1 or Option No. 2.

Option No. 1

By signing below, I hereby give my employer, **MGE Underground**, my permission and consent to provide me with electronic documents via the provided email below.

Employee Name (Please Print): _____

Personal Email: _____

Employee Signature: _____ **Date:** _____

Option No. 2

If you DO NOT want your pay stub electronically, choose the option below:

I would like my pay stub statements mailed to my home address provided below:

Address	City	State	Zip Code
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An employee who chooses to receive his/her pay stubs electronically, may withdraw consent at any time. The employee's withdrawal of consent will be effective on the date it is received.

To withdraw your consent, send an e-mail or written notice to the Payroll Department at: payroll@mgeunderground.com