



W2 | Authorization Form

It is IMPERATIVE to carefully review all data printed on each employee's W2 form.

This signature confirms you have reviewed the W2 information for accuracy and that you authorize Asure to move ahead with printing and filing of W2's and other year-end returns.

Note: If errors are reported after the authorized printing and shipping, additional charges will apply for reprinted W2s.

*****AUTHORIZATION DEADLINE IS ON OR BEFORE MONDAY, JANUARY 8, 2024*****

Please contact your Support Account Manager with any questions or concerns.
Complete forms should be sent to HCMSUPPORT@ASURESFTWARE.COM

2023 W2 Authorization Signoff

Shipping Method:

FedEx/UPS Standard Overnight (at cost) to Company Address: _____

Individual USPS to Employee. Postage plus .50 cents per form: _____

Client Code:

Company Name:

Shipping Address:

Signature:

Printed Name of Signer:

Date:

Authorizations Received After the January 8, 2024, will be charged an additional fee