

### Consent to Receive W-2 Electronically

In an effort to move toward our sustainability goals and offer better customer service the payroll office now offers electronic access to your W-2.

In order to have this electronic access you must follow the instructions below (please do this now prior to year-end). Once you consent you will be able to access your W-2 at any time during the future once they have been processed for that year. The electronic version will offer you access to your W-2 sooner than if you wait for us to print, stuff and distribute them. We will send out an email as soon as they are available electronically each year. If you do not consent to the electronic version you will be issued a paper version.

1. Go to Banner Self Service (Direct link located on the left hand navigation bar of the HR website)
2. Enter your User ID and PIN
3. Click on "Employee"
4. Click on "Tax Forms"
5. Click on "Electronic W2 Consent"
6. Select the box to the under "My Choice" (once you click on this box a check mark will appear).
7. Click on Submit (there will not be a confirmation that you have consented other than the checked box).

That's all there is to the consent portion. Once the W-2s are ready an email notification will be sent and you can follow the printing instructions located on the previous Payroll webpage.