How do I consent to receive my Form W-2 electronically?

Tell Me

Note
- For those who consented to receive their 2016 Form W-2 electronically by the Jan. 13 deadline, they became viewable/printable in Banner Jan. 17, 2017.
- The consent link will be available for 2017 Form W-2s Feb. 1, 2017. Once you consent, it’s valid for all subsequent tax years. See this FAQ for more information.
- All employees will be able to view their 2016 electronic Form W-2 starting Feb. 1, 2017. See this FAQ for more detail.

Note to employees
The University of North Carolina at Charlotte is required by the IRS to furnish all employees with a Form W-2 for each calendar year to be used in completing the employee’s annual tax returns. The Form W-2 details the employee’s compensation and tax withholding amounts for the year. In the past, employees have received paper copies of their Form W-2.

UNC Charlotte employees now have the option of receiving their Form W-2 through My UNC Charlotte. This method is an available alternative to receiving a paper copy via U.S. Mail.

Read this article about the benefits of signing up.

1. Log into My UNC Charlotte

   Note to students
   Students should select the “Employee” tab that appears at the top of the web page after logging in to My UNC Charlotte since their default page is the “Student” page.

2. Under the Banner Self Service menu, click on Tax Information

   Banner Self Service

   » Current and Past Jobs
   » Direct Deposit
   » Elected Benefits and Deductions
   » Pay Stub
   » Tax Information
   » View Addresses and Phones
   » Web Time Entry

3. Select Electronic Regulatory Consent from the Employee menu
4. Read the consent information carefully
5. Select the check box "Consent to receive W-2 electronically"

6. Click the Submit button
7. A confirmation statement will appear at the top of the page

8. For information on how long your consent is valid to see this FAQ
9. For more information about opt-in requirements to access your Form W-2 electronically see this FAQ

**Tip**
Make sure your personal (non-uncc) mailing address and phone number are current in Banner by following these FAQ instructions.

**Related Articles**
- Does the electronic version of the Form W-2 meet the IRS requirements for a substitute form?
- Can I withdraw my consent to receive my Form W-2 electronically at any time?
- How long is my consent to receive my Form W-2 electronically valid for?
- Do I have to opt-in if I want to access my Form W-2 electronically?
- How do I consent to receive my Form W-2 electronically?