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

Tell Me

1. Log into my.charlotte.edu
   - Note: For those who consent to receive their Form W-2 electronically by the Dec. 31 deadline, they will become viewable/printable in Banner around mid-January. A notification is typically sent out.
   - 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 electronic Form W-2 starting Feb. 1. See this FAQ for more detail

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

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
Electronic Statement consent was submitted successfully.

**Note**
If you try to submit your request again, a message will appear at the top of your screen that "no changes were made."

This means that you were successful in submitting your Form W-2 consent.

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.

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**Related Articles**

- How do I consent to receive my Form W-2 electronically?
- What should I do if I haven't received my Form W-2 and need it reissued?
- How will the withdrawal of my consent to receive my Form W-2 electronically be affirmed?
- How will I know if my electronic Form W-2 is available to view and print?
- How long will my Form W-2 be available online?