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

Tell Me

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 UNCC 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 information carefully
5. Uncheck the box "Consent to receive W-2 electronically"
6. Click the Submit button
7. A confirmation statement will appear at the top of the page
The preferred method to revoke your consent to receive your Form W-2 electronically is via Banner Self-Service. If you do not have access to a computer with internet access, please submit a written notice to withdraw your consent using one of the following two options:

1. Email PayrollDept@uncc.edu, OR
2. Mail via U.S.P.S. to UNC Charlotte, Reese Bldg. 3rd Floor, 9201 University City Blvd., Charlotte, NC 28223-0001

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

Related Articles

- Will I get a paper Form W-2 if I opt in to receive an electronic Form W-2?
- What should I do if I haven't received my Form W-2 and need it reissued?
- What happens if I do not opt in to receive my Form W-2 electronically?
- How will the withdrawal of my consent to receive my Form W-2 electronically be affirmed?
- How will I know my electronic Form W-2 is available to view and print?