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

Tell Me

1. Log into My UNC Charlotte

   Note
   A withdrawal of consent sent electronically is effective immediately. Withdrawals must be received by December 31 to be effective for the previous tax year. A withdrawal of consent is not valid for Forms W-2 previously issued.

   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

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

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

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