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**

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**
- 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?