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

Tell Me

**Note**

- For those who consent to receive their Form W-2 electronically by the Dec. 31 deadline, they will become viewable/printable in Banner Jan. 18, 2018.
- 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

**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](#)

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.
```

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

- Do I have to opt-in if I want to access my Form W-2 electronically?
- How will I know if my electronic Form W-2 is available to view and print?
- How do I consent to receive my Form W-2 electronically?
- 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?