How do I access my electronic Form W-2?

Tell Me

Note
Once you consent to receive your Form W-2 electronically, you may access it by completing the steps listed below when notified that Forms W-2 are available for printing.

Notification will be sent once your electronic Form W-2 is available for printing if you consented by the Dec. 31 deadline. All employees will be able to view their electronic Form W-2 starting Feb. 1.

1. Log into My UNC Charlotte

   Note
   If you are not a current employee of UNC Charlotte, see this FAQ for how to access your Form W-2.

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 W2 Year End Earnings Statement
4. Verify your identity using one of the options presented and click **Send**

5. Complete the verification process by checking your alternate email address or text message

6. Select desired Tax Year and click **Display**

7. Once your Form W-2 appears, click **Printable W-2** located near the bottom left corner of the screen

8. Follow your web browser’s instructions to choose your printer destination and select print
9. To view the IRS W2 Notice and Instructions for the Employee, select the link that appears above your Form W-2.

10. Read this FAQ to learn how to reconcile your last paycheck of the year to your Form W-2.

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?