How do I access my electronic Form W-2?

Tell Me

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

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

Fr: UNC Charlotte
Identification Code: 144602
Enter the code in the text box on the authentication web page. Code will expire in 30 min.

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?