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 around mid-January. A notification is typically sent out.
- 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

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

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 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

Note
If you try to submit your request again, a message will appear at the top of your screen that “no changes were made.”
This means that you were successful in submitting your Form W-2 consent.

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