

## Electronic W-2s

The University provides W-2 forms to all employees no later than January 31 each year. Employees interested in receiving their 2018 W-2 electronically can log into [Aggie Access On-line](#) and check the designated box to consent to receiving their W-2 electronically. If you have previously completed the W-2 electronic consent process, you do not have to take further action.

If you elect to receive the electronic copy of your W-2:

- You will not receive a paper copy of your W-2 in the mail.
- You are consenting to return to Aggie Access On-line to print your W-2 when notified that your W-2 is available for printing.
- You will have the ability to print previous year W-2s and can access them as needed.
- Electronic W-2s are available prior to paper W-2s sent through US mail.

Employees that do not consent to an electronic W-2 Form, must verify that an accurate mailing address is in the Banner system that you receive a paper W-2 in a timely basis. You may update your mailing address electronically in Aggie Access On-line. All address corrections must be made before January 11, 2019 to ensure timely and accurate delivery of your W-2 Form. Please direct questions to the University Payroll Office at 336.334.7888 or payroll@ncat.edu.