

Electronic form W-2 – Online on Banner Self Service

North Carolina A&T State University is required by the IRS to furnish all employees with a Form W-2 for each calendar year to be used in completing the employees' 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.

North Carolina A&T State University employees will have the **option** of receiving their W-2 through the Employee Self Service system. This method has been put in place as an option to receiving a paper copy.

Please read this entire Notice before deciding whether to provide your consent to receive all future W-2 statements only in electronic format.

Benefits of Receiving Form W-2 Electronically:

- Eliminates the possibility of an employee's Form W-2 being lost, stolen, delayed or misplaced by the US mail service or by the employee.
- Access is available at the same easy-to-use, secure web site at which an employee can access his/her wage and general account information.
- If enrolled in the electronic W-2 program, the employee can reprint his/her W-2 copies as often as needed.
- The electronic copy has the same information as the mailed copy.
- Multiple levels of security, including the employee's ID number and personally chosen PIN number, protect all information within the Employee Self Service System.

Disclosure Notices

An employee who consents to receiving his/her Form W-2 online will not receive a paper copy of the W-2. An employee's consent to receive his/her W-2 form online will be valid for all subsequent tax years unless consent is revoked by the employee. If an employee does not consent, he/she will continue to receive a paper copy of the W-2.

An employee who chooses to receive his/her Form W-2 online can change his/her mind and withdraw consent for online delivery, either online (by unchecking the consent box and then submit) or in writing. An employee's withdrawal of consent will be effective on the date received and the Payroll Office will confirm by e-mail with the employee the effective date of withdrawal of consent. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued. Written notice to withdraw your consent may be sent to the following:

Payroll Office

1601 E. Market Street, 305 Dowdy Building,
Greensboro, NC 27411

Or by email to: mpstanci@ncat.edu

Employees will be notified if any of the above Payroll Office contact information changes.

Reminders

- *Employees are responsible for providing any changes of their personal information to Human Resources or the Payroll office in a timely manner.*
- *When provided electronically, an employee's W-2 may need to be attached to the annual tax return. If the W-2 is provided electronically, the employee should print the W-2 and attach it to his/her tax return documents.*

Consent

The IRS has approved the use of electronic W-2 statements; however, employees must provide their Consent to receive their W-2 in electronic format in lieu of paper format. For this reason, if you wish to attain your W-2 statements in electronic format, follow the instructions given below.

Instructions to Consent to Receive Your Form W-2 in Electronic Format in Lieu of Paper Format

- Go to Self-Service Banner (SSB) select *"Enter Secure Area"*.
- Enter Banner ID number and PIN number. Click Login.
- Select Employee
- Select Tax Forms
- Select W-2 Consent
- Read information carefully
- Check the box *"Consent to receive W-2 electronically"* and submit.

Instructions to Access Your Form W-2:

Once you consent to receiving your W-2 electronically, you may access it by completing the following steps when notified that W-2's are available for printing:

- Go to *"Self-Service Banner"* (SSB) select *"Enter Secure Area"*.
- Enter Banner ID number and PIN number. Click Login.
- Select Employee
- Select Tax forms
- Select W-2 Wage and Tax Statement
- Select Tax year and click on *"display"*
- Once your W-2 appears, click on *"printable W-2"*

For any additional questions, please contact the Payroll Office at (336)334-7888.