

## Consent For Electronic W2

Consent to deliver your Year End Wage and Tax Statement online  
without producing a paper statement

### **Secure, Convenient and Green**

Print only what you need, when you need it.

In support of JCU's commitment to the environment and 'green' technology Payroll has implemented a process that will save valuable resources and provide a federally approved form W2 that can be accessed at your convenience via Banner Self Service

Form W2 has been available online for several years, however a printed version was still produced on special paper and mailed through the US Postal Service.

- **This year you may choose to not receive the paper form, but access and print (if required) your W-2 at your convenience.**
- Per IRS regulations we are required to get your consent in order to electronically provide your W-2 only on line and not mail a paper form.
- Electronic W2's are more secure than printed W2s sent through the mail.
- W2s can be printed on standard printer paper and attached to your tax forms (see next page for print instructions)
- For 2013 W-2 forms please consent by **January 15th 2014:**

>Log into Banner Self Service

>Enter the Secure Area and log in.

>Select Employee Service > Tax Forms> Electronic W-2 Consent

>Read the statement

>Click the box next to **Consent to receive W-2 electronically**

> Select the **Submit** Button

> Remember to access your W2 online before your prepare your tax forms.

**Thank you for supporting JCU's sustainability efforts**

## **How To View and Print Your W2 In Banner Self Service**

Go to Banner Self Service  
Click on 'Enter Secure Area' and log in  
Click 'Employee Information'  
Select 'Tax Forms'  
Go to 'W2 year-end earnings statement'  
Select year  
View or print your W2.

## **Frequently Asked Questions**

### **Q: How do I verify I gave my consent to receive my W2 electronically?**

A: You can view or verify your consent by selecting **Electronic W-2 Consent** in Banner Self Service. If the box next to **Consent to receive W-2 electronically** is checked then you have given your consent.

### **Q: I changed my mind. How do I revoke my consent to receive the W2 electronically and have my W2 mailed?**

A: Use the same procedure to un-check the box that you used to check the box. Once you have selected submit, your consent will be revoked.

### **Q: Can I print my W2 using my own printer and regular printer paper and attach it to my tax forms? What about Ohio State tax forms?**

A: Yes, use the instructions above to print a standard version of form W2. This can be attached to your federal and state tax forms.

### **Q: What are other advantages to not having my W2 printed by JCU besides those mentioned above?**

A: The main advantage is the security of personal information. With your consent, your form W2 will not be printed. This means your W2 will not be viewed or touched by anyone other than yourself and authorized Payroll staff.

You will have no need to be concerned about your W2 getting delivered to an incorrect or old address.

### **Q: If I don't give consent to receive my W-2 electronically will I still be able to view my W2 on Banner Self Service?**

A: Yes, you may still use Banner Self Service to view/print a copy of your W2. A hard copy W2 will also be printed and mailed.