W-2 Electronic Consent and Access Instructions

W-2 Electronic Consent
Employees have the choice to receive their Form W-2 electronically or via paper. An electronic Form W-2 is available to employees through Banner’s self-service tool for employees. An employee who consents to receiving the Form W-2 electronically will not receive a paper copy. If an employee does not consent, Payroll will mail a paper W-2 no later than January 31 via the US Postal Service to the current address on record. Employees are responsible for providing any change of address in a timely manner.

Any employee who chooses to receive their Form W-2 electronically, is required to give their consent through Banner self-service. Below are the steps an employee must take to provide their consent:

- Log in to your UNA Portal
- Click the Employee Tab/Employee Dashboard
- Under Pay Information, click Taxes
- Click Electronic Regulatory Consent
- Click box under “My Choice” for Consent to receive W-2 electronically
- Click Submit

Instructions to access your electronic Form W-2
Once you consent to receiving your W-2 electronically, you may access it by completing the following steps.

- Log in to your UNA Portal
- Click the Employee tab/ Employee Dashboard
- Under Pay Information, click Taxes
- Click W-2 Wage and Tax Statement
- Select Tax Year
- Click Display
- Click Printable W2 – If prompted, your PIN is your 8-digit birthdate (MMDDYYYY)
- For a larger W2, change your printing options to landscape before printing

For additional information or questions, contact us at: payroll@una.edu or 256-765-4465.