



UNIVERSITY *of* NORTH ALABAMA

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 through Banner's self-service tool. If an employee consents to receiving their form W-2 electronically, they will not receive a paper copy. If an employee does not consent to electronic receipt, Payroll will mail a paper W-2 no later than January 31 via USPS to the current home 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 consent:

1. Log in to your [UNA Portal](#).
2. Click the Employee Resources Card/Employee Dashboard.
3. Under Pay Information, click Taxes.
4. Click Electronic Regulatory Consent.
5. Click box under "My Choice" for Consent to receive W-2 electronically.
6. Click Submit.

Instructions to access your electronic Form W-2

Once consent has been given, you may access it by completing the following steps:

1. Log in to your [UNA Portal](#).
2. Click the Employee Resources Card/Employee Dashboard.
3. Under Pay Information, click Taxes.
4. Click W-2 Wage and Tax Statement.
5. Select Tax Year.
6. Click Display.
7. Click Printable W2 – If prompted, your PIN is your 8-digit birthdate (MMDDYYYY).
8. For a larger W2, change your printing options to landscape before printing .

For additional information or questions, contact Payroll at payroll@una.edu.