



# PAINT IT PURPLE KEEP IT GREEN!

## **SIGN UP NOW!** **for Electronic Delivery of your W-2 Statements**

### **You'll receive....**

- **Earlier access** to the Form W-2 using same easy-to-use, secure web site where you access your pay information.
- **Guaranteed delivery** to you only...no possibility of the Form W-2 being lost, stolen, delayed or misplaced by the U.S mail service.
- **Easy access to duplicate copies** if needed.

### INSTRUCTIONS TO **PROVIDE** CONSENT:

- From the OneStop Tools page, in the Banner Section, click on Banner Self Service
- Click on Employee
- Click on Tax Forms
- Click on Electronic W-2 Consent
- Read information and instructions on page
- **Check "My Choice"** box
- Submit

Employees who provide consent before January 1, 2013 will receive e-mail notification when the 2012 statements are complete. By consenting to receive your Form W-2 electronically, you agree to return to Banner Self Service via OneStop to view and/or print your Form W-2 on-line. You will not receive a paper copy but you may print the electronic version as often as you like and attach it to a Federal, State, or local income tax returns.

Consent will be valid for all future tax years unless you revoke consent or employment is terminated.

W-2's will be mailed by January 31, 2013 to those employees who prefer to receive a paper copy and to those who have not consented to receive their W-2 electronically. W-2's for employees who are terminated or on leave of absence will be mailed, regardless of consent status.

### INSTRUCTIONS TO **ACCESS** W-2's ONLINE:

- From the OneStop tools page, in the Banner section click on Banner Self Service,
- Click on Employee
- Click on Tax Forms
- Click on W-2 Tax and Wage Statement
- Select tax year you want to view
- Click Display

If you provide consent and then change your mind, you may still receive a paper Form W-2 as long as you revoke your consent before January 1, 2013.

### INSTRUCTIONS TO **REVOKE** CONSENT:

- From the OneStop tools page, click on Banner Self Service, in the Banner section
- Click on Employee
- Click on Tax Forms
- Click on Electronic W-2 Consent
- Read information and instructions on page
- **Uncheck "My Choice"** box
- Submit

If you have questions please contact the Payroll Department by phone 328-6955 or by e-mail to [PAYROLL@ecu.edu](mailto:PAYROLL@ecu.edu)