

Electronic W-2, Wage & Tax Statement Instructions & Information

University of Alabama employees have the option to opt-out of receiving paper copies of their Forms W-2 by consenting to receive **only** electronic copies. Employees can provide their consent via the Banner Self-Service portal located in *myBama* (see instructions below). Banner Self-Service also allows employees to print W-2s on demand; therefore, if an employee consents to receive an electronic copy, he/she can print a copy should the need arise.

Instructions:

1. Log in to *myBama*
2. Click the Employee tab
3. Navigate to the Banner Self-Service section (top, left corner)
4. Click Employee Services
5. Click Tax Forms
6. Click Electronic W-2 Consent
7. Read the instructions
8. Check the box
9. Click Submit

Information for UA Employees:

- If you do not provide your consent, UA will continue to print your W-2s on paper and mail them to you.
- If you consent to receive your Forms W-2 electronically, UA will stop sending you paper forms.
- Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future tax year.
- An email confirmation will be sent to your email address from **no-reply@ua.edu** with the subject **“Change to your Form W-2 Delivery Method,”** as soon as you submit or revoke your consent. If you do not see the email in your Inbox, please check your Junk Mail folder.
- The electronic forms will be available by the IRS deadline.
- To access electronic forms when they are made available, follow steps 1-5 above, and then click the W2 Wage and Tax Statement link.
- The advantages of electronic delivery include, but are not limited to:
 - Secure—protected by *myBama* login credentials
 - Efficient—avoid possible delays and errors that can occur with traditional postal delivery
 - Timely—online form available earlier than paper form
 - Accessible—view W-2 information anytime, anywhere via *myBama*
 - Resourceful—conserves natural resources and UA assets!
- If you wish to revoke your consent for any reason, follow steps 1-7 in the instructions above, and then “uncheck” the box and click submit.

For questions, contact the Human Resources Service Center at 205.348.7732.