Electronic W-2 Consent Form

To: New Hire Employee

By consenting to receive your W-2 electronically, you agree to return to the myWings Employee Self-Service portal between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

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 given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Human Resources or Payroll office.

A paper copy of your W-2 may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

I understand the instructions provided to me for accessing and printing my electronic W-2 form and by signing below, I consent to receive my W-2 electronically.

________________________________________________________
Employee Name & Signature

______________________________
Banner ID

______________________________
Date

For more information regarding the Electronic W-2, please visit the following websites:

Electronic Form W-2 Consent Information
http://www.unf.edu/controller/payroll/Electronic_Form_W2_Consent_Information.aspx

W-2 Consent Guide
http://www.unf.edu/controller/payroll/MyWings_W2_Consent_Guide.aspx

Online W-2 Wage and Tax Statement
http://www.unf.edu/controller/payroll/MyWings_W2_Wage_and_Tax_Statement.aspx

For Human Resources Office

☒ Electronic W-2 Consent setup in Banner form PEAEMPL > United Stated Regulatory tab

Equal Opportunity/Equal Access/Affirmative Action Institution