

## **Electronic W-2 Consent Disclosure Form**

If you choose **not** to give your consent to receive your W-2 electronically you will receive a paper W-2 sent via US mail to your address on file.

Please verify your mailing address on file by choosing the Personal Information within Employee Self-Service.

If you consent to receive your W-2 electronically, your election will remain in effect for all future tax years unless revoked by you, you are no longer employed at UMDNJ or this service is discontinued by the University.

After you've elected to receive an electronic W-2 and you wish to receive a paper W-2, simply click on the checkmark box to remove the checkmark and then click the Submit button. The withdrawn consent will be effective immediately and an e-mail confirmation will be sent to you. This will revoke your consent for future electronic W-2's (until such time you decide to again consent to receive your W-2 electronically).

For tax year 2010, the paperless W-2 option will be available to you through January 14, 2011. Once the earnings statements are processed and verified, employees will be alerted to view and print their Form W-2 sometime in the last week of January.

The hardware and software requirements needed to access and print your Form W-2 electronically include an internet connection, web browser and Adobe Acrobat reader.

The process to view and print the electronic version is simple. Just follow these steps:

- Log on to Banner Web for Employee Self-Service

<https://my.umdj.edu/cp/home/displaylogin>

- Select **Employee Services**
- Select **Tax and Payroll Forms**
- Select **W-2 Wage and Tax Statement**
- Select the appropriate year you would like to view (**ex. 2010**)
- Click on the **Display** button. You will see the following message: *The W-2 Year End Statement which appears below is a representation of the actual form and should not be submitted to any government in place of the actual W-2 form.*  
**Do not submit this copy with your tax returns.\***

\*To print a copy of the form to be submitted to the government, click on the **Print** button on the bottom left side of the form. This will display a copy of your official tax form that you may attach to your returns. Print this form using your usual print process.

If you have any questions, please contact the Payroll Department at 732-235-9207.