

Fayetteville State University
Payroll Office
W-2's for 2011 Will Be Available Online January 2012

Fayetteville State University is pleased to announce that employees may elect to receive their W-2 statement online through Banner Self Service in an IRS approved PDF format. This allows you to print and send the on-line form with your tax return.

Fayetteville State University is required by the IRS to furnish all employees with a form W-2 for each calendar year. The form W-2 details the employee's compensation, tax withholdings and required disclosures for the year. In the past, employees have received paper copies of their W-2. Complete instructions for Form W-2 are available on the IRS Web site at <http://www.irs.gov/pub/irs-pdf/iw2w3.pdf>

Benefits of Receiving Form W-2 Electronically

- Online delivery provides access to the W-2 statement earlier than the traditional paper process.
- Online delivery eliminates the chance that the W-2 statement will get lost, misdirected or delayed during delivery or misplaced after the employee receives it.
- Access is available at the same secure Web site at which an employee can access and print direct deposit information.
- Employees can retrieve their W-2 statements at any time of day and on weekends.
- Employees can print multiple copies at their convenience.
- Employees are contributing to cost savings (forms, printing and postage expense).
- W-2 statements will remain online for multiple years.

Federal regulations require that employees give their consent to receive the W2 in an electronic format. Once consent is given it carries forward each year and does not need to be repeated.

The process for giving consent to receive the electronic W-2 version is quick and easy. Just follow these steps:

- From the Fayetteville State University Web page
- Click on Faculty/Staff
- Click on Banner Login to access Banner Self-Service
- Click on Login
- Enter User Name and Password and login (secure access login). Your User Name is your Banner ID (83#)
- Click *Employee*
- Under Employee click on *Tax Forms*
- Click on *Electronic W-2 Consent*
- Click the *Selection Criteria My Choice box* giving your consent to receive your W-2 statement online.
- Click *Submit*

NOTE: You WILL NOT receive a confirmation that your selection has been received. To confirm your selection, go back into the Electronic W-2 consent option and make sure the Choice box is checked.

If you consent to receive your 2011 W-2 electronically, you must give your consent by **January 20, 2012**. Once the W-2's are processed, current employees who gave their consent will be able to view and print the earning statements immediately. An email notification will be sent to employees when W-2's are available on Banner Self Service.

The process to view and print the electronic W-2 version is simple. Just follow these steps:

- From the Fayetteville State University Web page
- Click on Faculty/Staff
- Click on Banner Login to access Banner Self-Service
- Click on Login
- Enter User Name and Password and login (secure access login)
- Click on *Employee*
- Under Employee click on *Tax Forms*
- Click on *W-2 Year End Earnings Statement*
- Click the appropriate *Tax Year* to view (2011).
- Click *Display*

NOTE: To create Federal and State acceptable copies of your W2 to send in with your taxes, use the '*PRINT*' option at the bottom of the Display page. This will take you to the actual W2 form.

Disclosure Notices:

An employee who consents to receiving the Form W-2 electronically will not receive a paper copy. If an employee does not consent, Payroll will mail the W-2, using the US Postal Service, to the current address on record no later than January 31, 2012.

Payroll will mail form W-2, using the US Postal Service, to the current address on record of those employees who have separated from Fayetteville State University.

The entire W-2 Disclosure Statement is located at <http://www.uncfsu.edu/comptrol/forms.htm>

For additional information or questions, contact the Payroll office:

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