

How To Sign Up For Electronic W-2's

Employees currently working for the university with an active PLU email account may elect to receive their W-2 Form online through the Banner Web for Employee Self Service system (eliminating their paper copy). By providing your consent, you will receive all future W-2 Forms electronically. We encourage you to take advantage of this benefit and sign up!

There are multiple benefits of receiving W-2 Forms electronically

Provides earlier access to the W-2 Form.
No possibility your Form might be lost, stolen, delayed or returned by the US Postal Service.
Your Form is available in a secure setting for viewing and printing 24 hours a day, 7 days a week.
Reducing the number of paper W-2s will cut the cost of printing and postage.
Supports the university sustainability initiative for a greener environment.
Former employees have access to Banner Web For Employees indefinitely.

Giving your consent to receive the W-2 electronically, eliminating your paper copy is easy

Log on to Banner Web for Employee Self Service
Select **Employee Services**
Select **Tax Forms**
Select **Electronic W-2 Consent**
Click the box under "My Choice" to consent to receive W-2 electronically
Click the **Submit** button

Employees providing consent will be notified by email when the W-2 becomes available as long as their PLU email account is still active.