

# AAMU Employee Electronic W-2 Consent

- Log on to "Banner Self-Service" using your ID and PIN numbers



NEW: [Tuition and Fees for academic year 2011-12. REGISTER NOW FOR SPRING 2012 CLASSES!](#)

- Effective Spring 2011, refunds will be paid by Direct Deposit or mail only - no exceptions. [Get refund instructions here.](#) View complete [refund policy here.](#)
- Sign up for [Emergency Text Alerts from the University](#)
- [Self Service Banner Guide](#) for Students
- [Look up my AAMU Student Banner ID and PIN](#)
- Get [1098-T Tax information](#) here.
- Activate Your [GMail Account](#).

**DIRECTIONS:** Please enter your Banner Identification Number (also known as your A-number or User ID) and your Personal Identification Number (PIN). When finished, click Login.

Please Note: ID and PIN are case-sensitive.

To protect your privacy, please Exit (log-out) and close your browser when you are finished.

Enter "A"  
Number

User ID:

PIN:

Enter 6 Digit Pin

Login

Forgot PIN?

Click on "Employee" then click on "Tax Forms"



Personal Information Student Financial Aid **Employee**

Search  Go

Select Employee Tab

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## Employee

Click on Tax Forms

- [Time Sheet](#)
- [Leave Report](#)
- [Request Time Off](#)
- [Benefits and Deductions](#)  
Retirement, health, flexible spending, Benefit Statement.
- [Pay Information](#)  
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)  
W4 information and W2 Form
- [Jobs Summary](#)
- [Leave Balances](#)

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- Click Electronic W-2 Consent



Personal Information Student Financial Aid **Employee**

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## Tax Forms

Click Electronic W-2 Consent

- [Electronic W-2 Consent](#)
- [W-2 Wage and Tax Statement](#)
- [W-2c Corrected Wage and Tax Statement](#)

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Read the disclosure, click the box under “My Choice” then click “Submit”.

Search

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## Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site 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.

Click to submit

### Selection Criteria

My Choice

Click box

Consent to receive W-2 electronically:

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

[\[ Return To Tax Forms Menu \]](#)

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