



As an employee of Alabama A&M University, you have the option to consent to the electronic format of our W-2 form online in Self Service Banner. Consenting to the online version will allow you to receive your W-2 form quicker than waiting on the mailed format and decrease any chance of your W-2 getting lost in regular mail. If you consent to the online version, you will **NOT** receive a paper version.

To consent to the online copy:

Log into Self Service Banner.

Choose 'Employee'

then choose 'Tax Forms'

then choose 'Electronic W-2 Consent'.

*Read the consent statement, choose the form(s) to consent to receive electronically and click 'submit'. Banner will display a message confirming your consent on the same page – you will **NOT** receive an email to confirm your consent.*

You will remain consented to future years until you wish to remove the consent.

You can go in anytime to check or change your status in Self Service Banner by following the path above to consent and removing the check box by the form.

If you do NOT want to consent and would prefer a mailed paper W-2: *There is nothing you need to do if you have never consented before. You will continue to receive a mailed copy to your current/active permanent mailing address in Banner. When the forms are announced as released, you will not be able to view the online copy unless you go in and consent. The mailed copy will come to your current mailing address as expected.*