To: All Employees
From: Payroll – Office of Financial Affairs
Date: November 12, 2019
Re: Consent to Receive W-2 and 1095C Forms Electronically

Utica College is pleased to announce that employees may elect to receive their W-2 and 1095C annual statements online through Banner. An employee who consents to receiving the Form W-2 and 1095C electronically will not receive a paper copy. If an employee does not consent, Payroll will mail a paper form to the current address on record.

Benefits to 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.
- Employees can retrieve their W-2 statements at any time of day and on weekends.
- Employees can print multiple copies at their convenience.
- W-2 statements will remain online and easily accessible for multiple years.

Federal regulations require that employees give their consent to receive the W-2 in an electronic format. Once consent is given it carries forward each year and does not need to be repeated.

How to Give Consent:
Go to: https://bannerweb.utica.edu/PROD/bwpkxtxs.P_W2Consent
Enter Login Information for Banner Web
Click on “Employee”
Click on “Tax Forms”
Click on “Electronic W-2 Consent”
Click the Boxes under “My Choice”
Click on Submit