

W-2 Electronic Consent Announcement

Lafayette College is required by the IRS to furnish all employees with a form W-2 for each calendar year to be used in completing the employees' annual tax return. The form W-2 details the compensation and tax withholding amounts for the year. In the past, employees have received paper copies of their W-2.

Lafayette College offers the availability to receive all future W-2 statements only in an electronic format. This allows you to print and send the on-line form with your tax return. ***Please note that if you previously gave your consent to receive your W-2 in an electronic format, you do not need to do it again.***

Benefits of Receiving Form W-2 Electronically

- Online delivery provides access to the W-2 statement earlier than the traditional paper process.
- Eliminates the chance a W-2 will get lost, stolen, delayed or misplaced.
- Accessibility to the W-2 Wage & Tax Statement through Banner Self-Service from anywhere the employee has access to a computer.

In order for an employee to electronically receive their Form W-2, federal regulations require that an employee give their consent. Once consent is given, an employee will only receive an electronic Form W-2 until Lafayette College is otherwise notified.

The process for giving consent to receive the electronic W-2 version can be done by following these simple steps:

- Log in to Banner Self-Service using your user name and password.
- Click on the *Employee* tab.
- Click on *Taxes*.
- Click on *Electronic Regulatory Consent*
- Click the *Consent to receive W-2 electronically* box giving your consent to receive your W-2 statement online.
- Click *Submit*.

Current employees who gave their consent will be able to view and print their 2024 W-2 by mid-January, 2025. A notification in the Lafayette Today will be sent to employees when W-2's are available on Banner Self-Service.

The process for viewing and printing your electronic W-2 Wage & Tax Statement can be done by following these simple steps:

- Log in to Banner Self-Service using your user name and password.
- Click on the *Employee* tab.
- Click on *Taxes*.
- Click on *W-2 Wage and Tax Statement*.
- Click on the appropriate Tax Year to view.
- Click *Display*.

Note: To create acceptable copies for Federal & State tax returns, click on the *Printable W-2* button at the bottom of the page and print.

W-2 Electronic Consent Disclosure Notice

The Internal Revenue Service requires that an employee give their consent before delivering your W-2 electronically. The Disclosure Notice below explains what your consent to electronic only delivery means.

1. If an employee does not consent to receive an electronic version for Form W-2, he or she will be furnished a paper version of Form W-2.
2. Your consent is effective for W-2's issued for the current calendar year and all future periods until (a) you withdraw your consent, (b) you are no longer employed by Lafayette College or, if you are a student, (c) you have graduated or otherwise have withdrawn from Lafayette College.
3. After giving consent, an employee may still request a paper Form W-2 by contacting the Payroll Department in writing. This may be done via email to payroll@lafayette.edu or U.S. mail to: Lafayette College Controller's Office, 030 Marquis Hall, Easton, PA 18042. The request for a paper W-2 does not terminate consent.
4. An employee may withdraw his or her consent by entering Banner Self-Service, unchecking the Electronic Consent Box and submitting the change. The withdrawal of consent does not apply to a Form W-2 that was furnished electronically before the withdrawal of consent.
5. If you leave Lafayette College (terminate employment, graduate or withdraw as a student), you will no longer have access to electronic W-2's. If you consent to electronic only delivery of your W-2 but leave the College before your electronic W-2 is available, you will receive a paper copy via U.S. mail.
6. Any employee must immediately update any contact information (mailing address, email address etc) by contacting Human Resources and filling out the appropriate paperwork.
7. The hardware and software requirements needed to access, print and retain Form W-2 electronically include an internet connection, web browser and Adobe Acrobat reader.
8. Withdrawal of consent will be effective on the date received by the Payroll Department. If consent is withdrawn, it will only be effective for W-2's not yet issued.