

**To: ALL LAFAYETTE COLLEGE EMPLOYEES**

**From: The Controller's Office/Payroll Department**

**Re: ELECTRONIC W-2's NOW AVAILABLE/SIGN-UP TODAY**

Electronic W-2's for all Lafayette College employees for calendar year 2025 are now available on Banner Self-Service.

If you have not signed up to receive your W-2 electronically and you would like to receive it immediately, you may now do so by following the instructions listed below:

***Providing Consent via Banner Self Service***

- Navigate to <https://selfservice.lafayette.edu/> to access Banner Self-Service. If you experience any problems signing in please contact the Lafayette Help Desk at extension 5501.
- Click on the *Employee* tab.
- Enter your Net ID and Password
- Click on *Taxes*.
- Click on *Electronic Regulatory Consent*.
- Under, check the box next to *Consent to receive W-2 electronically*.
- Click *Submit*.
- You will receive an email confirmation indicating your consent.

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.

An employee may withdraw his or her consent at any time, either through the Banner Self Service option or written notice to the Payroll Department.

After giving consent, an employee may still request a paper Form W-2 by contacting the Payroll Department in writing.

**The process for viewing and printing your On-Line W-2 Wage & Tax Statement can be done by following the steps outlined below:**

- Navigate to <https://selfservice.lafayette.edu/> to access Banner Self-Service. If you experience any problems signing in please contact the Lafayette Help Desk at extension 5501.
- Click on the *Employee* tab.
- Enter your Net ID and Password
- Click on *Taxes*.
- Click on *W-2 Wage and Tax Statement*.
- Click on the appropriate Tax Year to view.
- Click *Display*.
- To create acceptable copies for Federal & State tax returns, click on the *Printable W-2* button at the bottom of the page and print.

If you have any questions, please contact the Payroll Department at [payroll@lafayette.edu](mailto:payroll@lafayette.edu) or 610-330-5142.