

Arkansas Tech University is pleased to announce that employees may elect to receive their W-2 statement online through the Banner Employee Self Service system.

The Form W-2 details the employee's compensation and tax withholding amounts for the year. In the past, employees have received paper copies of their Form W-2.

Benefits of Receiving Form W-2 Electronically

- Online delivery provides access to the W-2 statement earlier than the traditional mail process
- Online delivery eliminates the chance that the W-2 statement will get lost 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
- Employees are contributing to cost savings (forms, printing and postage expense) for the university

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.

The process for requesting the electronic version is quick and easy. Just follow these steps:

- Log on to **One Tech**
- Select *the* **Staff Tab**
- Find the **Personal Information Channel** and click on the **W2 Electronic Consent** link
- Check the **Consent to Receive W-2 Electronically** box
- Click on the **Submit** button
- You will not receive a confirmation that your selection has been received. To confirm your selection, go back into the *Electronic W-2 Consent* option and make sure there is a checkmark in the box.

If you agree to receive your 2011 W-2 online, you must give your consent by **December 31, 2011**. Once the W-2s are processed, which is usually in early January, employees who gave their consent will be able to view and print the earning statements.

The process to view and print the electronic version is simple. Just follow these steps:

- Log on to One Tech
- Select *the Staff Tab*
- Select the **W-2 Wage and Tax Statement** link from the **Personal Information** Channel
- Select the appropriate year you would like to view
- Click on the **Display** button to view.
- Click on the **Print** button to print.

Disclosure Notices

An employee who consents to receiving the Form W-2 online will not receive a paper copy of the W-2. You will receive an email notifying you when your form is available for viewing online. If an employee does not consent, Payroll will continue to mail the W-2 to the address on record no later than January 31st. An employee who chooses to revoke consent may do so by following the same process noted above for electing electronic delivery. To revoke consent, remove the checkmark from the box authorizing the action. Withdrawn consent does not apply to previously issued forms W-2.

Payroll will mail Form W-2 to the address on record of those employees who separate from the university.

For additional information, contact the Payroll office at payroll@atu.edu or (479) 968-0696.