



**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/bwpxktxs.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