

Electronic Form W-2


Secure, Convenient and Green: print only what you need, when you need it.

In support of UD's commitment to the environment & "green" technology, Payroll & Human Resources are pleased to provide a federally approved 2013 Form W-2 which can be accessed at your convenience via Porches and Banner Employee Self Service.

There are multiple benefits to receiving an electronic Form W-2:

- Earlier access to your Form W-2 (no mailing delays).
- No possibility that your Form W-2 might be lost, stolen or misplaced by the U.S. mail service and potentially expose your Social Security number and other personal information.
- Access to your Form W-2 is available 24/7 at the same easy-to-use, secure web site at which you access your paystub, time/leave reporting and leave balances.
- The electronic Form W-2 displays in the same format as a printed copy. You can print as many copies as needed and mail with your tax returns or keep for your personal records.

IRS regulations require that employees give their consent to receive the Form W-2 in an electronic format. To consent to electronic delivery of your 2012 Form W-2, please follow and complete the steps below by **January 17, 2014**. *(Note: If you provided your electronic consent for your 2012 W-2, and wish to receive your 2013 W-2 Form electronically as well, you do not need to take any further action.)*

- Login to Porches at <https://porches.udayton.edu>
- From the Employment Details channel on the HR Connections tab, select 'Electronic W-2 Consent'
- Read the statement
- Click the box next to '**Consent to receive W-2 electronically**'
- Select the '**Submit**' button
- The following confirmation message will display:  Electronic W-2 consent was submitted successfully.

Please note that by giving consent, a printed copy **will not be mailed**. This process does not need to be repeated every calendar year. However, consent can be revoked for future years by unchecking the consent box.

The process only takes a few minutes and will save you time later. *An announcement will be posted on the Porches - HR Connections tab when 2013 Form W-2's have been processed and are available for employees to view online.*

Thank you for helping UD's conservation efforts.

SPECIAL NOTE: Non resident aliens (NRA) who are expecting a 1042S will not receive their 1042S electronically. These forms will be mailed.

Frequently Asked Questions

Q: How do I verify I gave my consent to receive my Form W-2 electronically?

A: You can view or verify your consent by selecting '**Electronic W-2 Consent**' from the **Employment Details** channel on the **HR Connections tab** of **Porches**. If the box next to **Consent to receive W-2 electronically** is checked then you have given your consent.

Q: I changed my mind. How do I revoke my consent to receive the Form W-2 electronically and have my Form W-2 mailed?

A: Use the same procedure to un-check the box that you used to check the box. Once you have selected submit, your consent will be revoked.

Q: What are other advantages to not having my Form W-2 printed by UD besides those mentioned above?

A: The main advantage is the security of personal information, such as your Social Security number. With your consent, your Form W-2 will not be printed. This means your Form W-2 will not be viewed or touched by anyone other than yourself and authorized Payroll staff. Additionally, you will have no need to be concerned about your Form W-2 getting delivered to an incorrect or old address.

Q: If I don't give consent to receive my Form W-2 electronically will I still be able to view my Form W-2 in Banner Employee Self-Service.?

A: No, you will need to provide electronic consent to view/print a copy of your Form W-2.