ELECTRONIC W-2 CONSENT FORM

Stockton University - Office of Human Resources

Via the goStockton Portal

Log in to the goStockton Portal

Select the Employee tab

Look for the Banner Self-Service section along the left hand pane

Select the Banner Self-Service folder

Select the Employee folder

Select the Tax Forms option

Select the Electronic W-2 Consent option

Select the check box Consent to Receive W-2 Electronically option (see Ill. 1)

Select Submit when you have completed making your selection

(NOTE: The software will not return a confirmation after clicking the Submit button)

Via Banner Self-Service

Log in to Banner Self-Service from the goStockton page

Select the Employee tab

Select the Tax Forms option

Select the Electronic W-2 Consent option

Select the check box Consent to Receive W-2 Electronically option (see Ill. 1)

Select Submit when you have completed making your selection

(NOTE: The software will not return a confirmation after clicking the Submit button)
Electronic W-2 Consent:

Select the checkbox to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to your Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or if the service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Human Resources or Payroll office.

Selection Criteria:

Consent to receive W-2 electronically:

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

[ Release: B.A.1 ]