

## **Electronic W-2 Consent and Required Disclosures**

Lehigh University is required by the Internal Revenue Service (IRS) to provide all of its employees with a statement of earnings and tax withholdings for each calendar year via a Form W-2. The Form W-2 may be furnished in an electronic format in lieu of a paper format, provided that Lehigh receives an employee's consent and provides the required disclosures. Lehigh University employees may choose to receive their W-2 form online via Banner Employee Self Service in lieu of the paper format. By receiving your W-2 form online you will have earlier access to your W-2 and you don't have to wait for mail delivery. You can conveniently access your online W-2 24/7 in Banner Employee Self Service once it becomes available. Additionally, by consenting to your W-2 online you are supporting cost savings for forms, printing, distribution, and postage. Please contact Payroll at extension 82900 or by e-mail at [inpayw2@lehigh.edu](mailto:inpayw2@lehigh.edu) if you have any questions.

### Electronic W-2 Responses to Commonly Asked Questions

1. The electronic version of the W-2 meets the IRS requirements for a substitute form.
2. A personal computer or mobile device with an internet connection and a printer is the only hardware/software required.
3. The employee's consent to receive an electronic W-2 is effective for W-2s issued for the current calendar year and all future periods until you withdraw your consent or you are no longer employed by Lehigh University.
4. Employees will be notified that the W-2 has been posted to the web site via the daily University Announcements. Employees may also be notified via their Lehigh University e-mail address with a subject line of "IMPORTANT TAX RETURN DOCUMENT AVAILABLE." A notification will also appear on the Payroll Office web page.
5. The Form W-2s will remain on Employee Self Service at least through October 15 of the year following the calendar year to which the W-2 form relates.
6. Employees who do not consent to receive an electronic W-2, will be sent a paper W-2 form via U.S. mail by January 31 or the next business day if this is a weekend day.
7. Employees may withdraw their consent by accessing Self Service Banner via <https://go.lehigh.edu/banner> or by accessing Self Service Banner through the Lehigh University home page by using your internet browser to access the home page at <http://www1.lehigh.edu/insidelehigh> and selecting LOGIN under Connect Lehigh. After logging in using your e-mail user ID and password select the Banner menu item to access Banner Employee Self Service. Select the employee tab, then tax forms and under the "Electronic W-2 Consent" tab uncheck the box consenting to receive W-2 electronically and submit.

8. Consent withdrawn via Self Service Banner will be effective immediately and you will get a confirmation display indicating that your Electronic W-2 consent has been revoked. If consent is withdrawn, it will only be effective for W-2s not yet issued.
9. A withdrawal of consent does not apply to a statement that was furnished electronically before the date on which the withdrawal of consent takes effect. Please note that by viewing your W-2 electronically it is considered to be “furnished electronically.”
10. Even if you consented to receive an electronic W-2, you may request a paper statement by completing the “Request for Duplicate Payroll Tax Form” via <http://financeadmin.lehigh.edu/content/payroll-forms> and forwarding it to the Payroll Office, 306 S New Street, Suite 464. This request for a paper statement does not constitute withdrawal of consent to receive an electronic W-2.
11. In order to ensure accurate tax reporting, please notify the Payroll Office of any name and/or address changes by completing the “Change of Name” form or the “Change of Address, Telephone Number or Taxing Authority” form. Both forms can be found at <http://financeadmin.lehigh.edu/content/payroll-forms>.