

W-2 Electronic Form

W-2 Electronic Form -- Online on Banner Self Service

Northwest State Community College is required by the IRS to furnish all employees each calendar year with a Form W-2 to be used in completing the employees' annual tax returns. 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, however we now have a new option available.

Beginning with the 2011 W-2 forms, *instead of paper copies*, Northwest State Community College employees may choose to receive their W-2 online through the Employee Self Service system. Please read this entire Notice and provide your consent to receive all future W-2 statements only in electronic format.

Benefits of Receiving Form W-2 Electronically:

- Earlier access to the Form W-2.
- No possibility an employee's Form W-2 might be lost, stolen, delayed or misplaced by the U.S mail service or by the employee, once received (you can always reprint).
- Access is available at the same easy-to-use, secure web site at which an employee can access his/her wage and general account information.
- Access can be attained even if the employee is not presently at his/her residence.
- Multiple levels of security, including the employee's ID number and personally chosen PIN number, protect all information within the Employee Self Service System.

Disclosure Notices

An employee who consents to receiving his/her Form W-2 online will not receive a paper copy of the W-2. If an employee does not consent, he/she will continue to receive a paper copy of the W-2. An employee's consent to receive his/her W-2 form online will be valid for all subsequent tax years unless consent is revoked by the employee, employment is terminated, or this service is not a supported Banner function in a future given tax year.

An employee who chooses to receive his/her Form W-2 online can also receive a paper copy of the W-2 by contacting the Payroll Office at ndunson@northweststate.edu. Request for a paper copy does not withdraw the employee's consent for electronic delivery of future W-2 statements.

An employee who chooses to receive his/her Form W-2 online can change his/her mind and withdraw consent for online delivery, either online or in writing. An employee's withdrawal of consent will be effective on the date received and the Payroll Office will confirm by e-mail with the employee the effective date of withdrawal of consent. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued. Written notice to withdraw your consent may be sent to the following:

Northwest State Community College

Attn: Payroll

22600 State Route 34

Archbold, OH 43502

or by e-mail to: ndunson@northweststate.edu

- *Employees will be notified if any of the above contact information changes.*
- *Employees are responsible for providing current contact information to the Human Resources or Payroll office.*
- *The provision of an employee's Form W-2 by electronic format will cease upon an individual's termination with Northwest State Community College.*
- *All employees should be aware that the Form W-2, even when provided electronically, may need to be attached to their annual tax returns. If the W-2 is provided electronically, the employee should print the W-2 and attach it to his/her tax return documents.*

Consent

The IRS has approved the use of electronic W-2 statements; however, employees must provide their consent to receive their W-2 in electronic format in lieu of paper format. For this reason, if you wish to attain all future W-2 statements in electronic format, follow the instructions given below.

Instructions to Consent to Receive Your Form W-2 in Electronic Format in Lieu of Paper Format

- Go to <http://www.northweststate.edu> On the right hand side in the upper corner click on MyNsc.
- Enter User ID number and PIN number. Click Login.
- Click on "Employee". On the left hand side at the bottom click "Banner Self-Service under MyNSCC Self-Service menu. Choose "Employee" again, then "Tax Forms", then "Electronic W-2 consent".
- After reading the disclosure, click the box under My Choice. Click Submit.

Instructions to Access Your Form W-2:

Once you consent to receiving your W-2 electronically, you may access it by completing the following steps:

- Go to <http://www.northweststate.edu> On the right hand side in the upper corner click on MyNsc.
- Enter User ID number and PIN number. Click Login.
- Click on "Employee" On the left hand side at the bottom click "Banner Self-Service under MyNSCC Self-Service menu. Choose "Employee" again, then "Tax Forms", then "W-2 Wage and Tax Statement."
- Select the tax year for the corresponding W-2.
- Click Display

For any additional questions, please contact Nancy Dunson in the Business Office @ 419-267-1391.