How do I withdraw my consent to receive my Form W-2 electronically?

Tell Me

A withdrawal of consent sent electronically is effective immediately. Withdrawals must be received by December 31 to be effective for the previous tax year. A withdrawal of consent is not valid for Forms W-2 previously issued.

1. Log into my.charlotte.edu

   Note to students

   Students should select the “Employee” tab that appears at the top of the web page after logging in to My Charlotte since their default page is the “Student” page.

2. Under the Banner Self Service menu, click on Tax Information

3. Select the Taxes section to display tax options in the Employee Dashboard, then click Electronic Regulatory Consent

4. Read the information carefully

5. Uncheck the box “Consent to receive W-2 electronically”

6. Select the Submit button

7. A confirmation statement will appear at the top of the page
The preferred method to revoke your consent to receive your Form W-2 electronically is Banner Self-Service. If you do not have access to a computer with internet access, please submit a written notice to withdraw your consent using one of the following two options:

1. Email PayrollDept@charlotte.edu OR
2. Mail via U.S.P.S. to UNC Charlotte, Reese Bldg, 3rd Floor, 9201 University City Blvd., Charlotte, NC 28223-0001

Update your non-charlotte mailing address

Make sure your personal (non-charlotte) mailing address and phone number are current in Banner by following these FAQ instructions.

Related Articles

- How do I consent to receive my Form W-2 electronically?
- How do I withdraw my consent to receive my Form W-2 electronically?
- What should I do if I haven't received my Form W-2 and need it reissued?
- How will the withdrawal of my consent to receive my Form W-2 electronically be affirmed?
- How many times can I print my electronic Form W-2 from Self-Service Banner?