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 Electronic Regulatory Consent from the Employee menu

4. Read the information carefully

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

6. Click 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 via 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@uncc.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-uncc mailing address
Make sure your personal (non-uncc) mailing address and phone number are current in Banner by following these FAQ instructions.

Related Articles
- How do I withdraw my consent to receive my Form W-2 electronically?
- How do I consent to receive my Form W-2 electronically?
- How do I access my electronic Form W-2?
- Will I get a paper Form W-2 if I opt in to receive an electronic Form W-2?
- What should I do if I haven't received my Form W-2 and need it reissued?