

## **Access to 2015 W-2s via Self Service**

Dear University Employee,

Effective immediately, employees are able to view and print their 2015 W-2 from ConnectCarolina Self Service just as they have been able to view and print their 2014 W-2 for the last several weeks.

You also will receive a printed W-2 for tax year 2015.

Later in 2016, employees will be able to opt out of receiving a paper W-2 and utilize the self-service option. The new self-service option offers the following benefits:

- Active employees can access and print their W-2s for 2014 and after at any time, 24 hours a day/7 days a week. The functionality can be especially useful for employees who need to access their W-2 information in a timely manner when applying for personal loans and other banking needs. (W-2s for years prior to 2014 will not be available on ConnectCarolina.)
- The electronic W-2 is just as official as the paper version you normally receive from Payroll Services – no special paper is needed.

**Employees who have technical problems viewing or printing their W-2 should contact the Help Desk at 962-HELP.**

Step-by-step instructions and user tips for how to find your W-2 can be found on the the ConnectCarolina User website, Online Employee Tax Forms page: <http://ccinfo.unc.edu/online-employee-tax-forms/>.