How to Opt Out of Printed W-2 Forms in ConnectCarolina

Electronic W-2 Forms Available

You can opt out of receiving paper copies of your W-2 form from ConnectCarolina for tax year 2018 and beyond. If you have problems opting out of paper, viewing or printing your W-2, contact the Help Desk at 962-HELP.

Opting out of Printed W-2 Forms

1. Go to connectcarolina.unc.edu and click on Login to ConnectCarolina & InfoPorte (Faculty, Staff, & Affiliates).
2. Enter your Onyen and password. If you don’t have an Onyen, call 962-HELP.
3. From the ConnectCarolina home page, click on SelfService and select W-2/W-2c Consent.
4. Review and complete the consent form by checking the box Check here to indicate your consent to receive electronic W-2 and W-2c forms.
5. Click Submit.

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