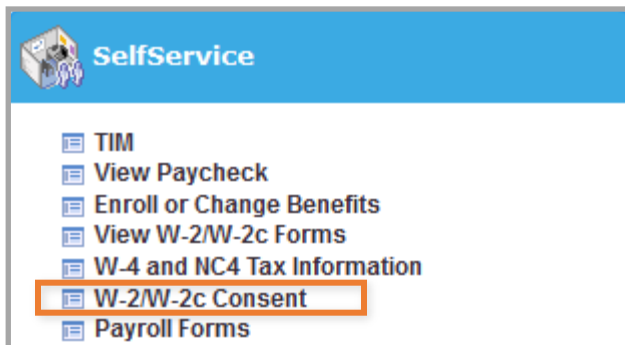


Electronic W-2 Forms Available

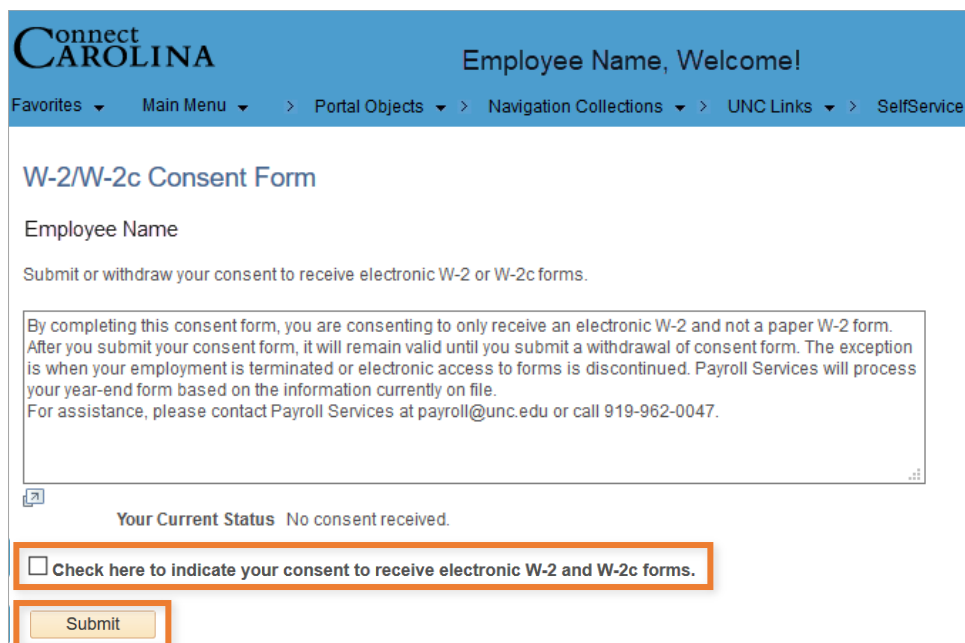
You can opt out of receiving paper copies of your W-2 form from ConnectCarolina for tax year 2018 and beyond. If you have problems opting out of paper, viewing or printing your W-2, contact the Help Desk at 962-HELP.

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**.



The screenshot shows the 'W-2/W-2c Consent Form' page. At the top, it says 'Connect CAROLINA Employee Name, Welcome!'. Below that is a navigation breadcrumb: 'Favorites > Main Menu > Portal Objects > Navigation Collections > UNC Links > SelfService'. The main heading is 'W-2/W-2c Consent Form'. Below that is a field for 'Employee Name'. A message says: 'Submit or withdraw your consent to receive electronic W-2 or W-2c forms.' A text box contains the following text: 'By completing this consent form, you are consenting to only receive an electronic W-2 and not a paper W-2 form. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued. Payroll Services will process your year-end form based on the information currently on file. For assistance, please contact Payroll Services at payroll@unc.edu or call 919-962-0047.' Below the text box is a status indicator: 'Your Current Status No consent received.' At the bottom, there is a checkbox labeled 'Check here to indicate your consent to receive electronic W-2 and W-2c forms.' (highlighted with an orange box) and a 'Submit' button (also highlighted with an orange box).