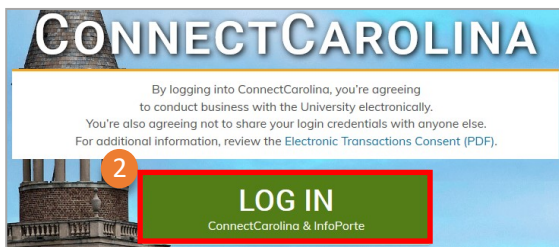


You can opt out of receiving paper copies of your W-2 form in ConnectCarolina for tax year 2018 and beyond. You can also review your current W-2 consent status or change your consent status (i.e., from paper to paperless, or vice versa) using ConnectCarolina. If you have any problems accessing your form, contact the help desk at (919) 962-HELP.

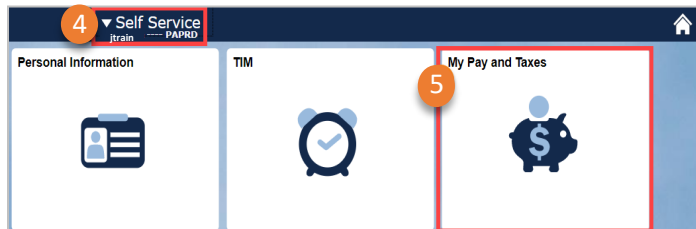
Opting Out of Printed W-2 Forms

Follow these steps to opt out of receiving printed W-2 forms.

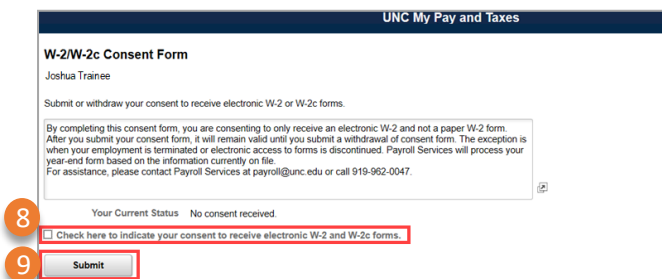
1. In your preferred internet browser go to <https://connectcarolina.unc.edu>
2. Click the **Log In** button.



3. Enter your Onyen and password. If you don't have an Onyen, call (919) 962-HELP.
4. In the top banner, click the white triangle and from the drop-down menu, select **Self Service**.
5. Click the **My Pay and Taxes** tile.



6. In the left menu, click **W-2/W-2c Consent**. The system will display the **W-2/W-2c Consent Form**.
7. Read and review the form.
8. Complete the consent form by checking the box **Check here to indicate your consent to receive electronic W-2 and W-2c forms**.
9. Click **Submit**.

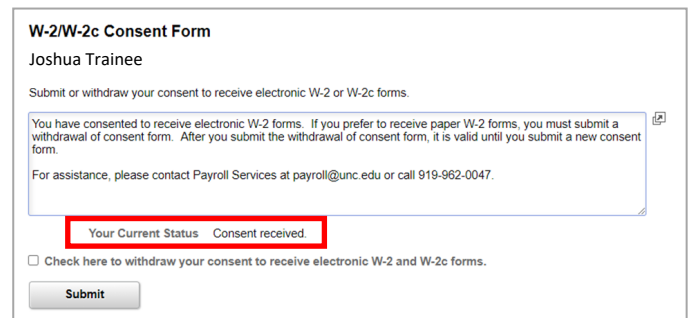


Reviewing Your Current W-2 Consent Status

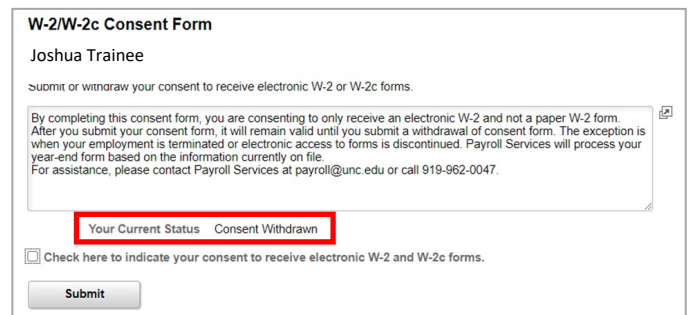
Follow these steps to review your current W-2 consent status.

1. Follow steps 1 through 6 for **Opting Out of Printed W-2 Forms**.
Result: The **W-2/W-2c Consent Form** will display.
2. When the Consent Form displays, locate **Your Current Status**.

If the status shows **“Consent received”** as shown below, then you have consented to paperless W-2 and will not be issued a paper W-2 form.



If the status shows **“No consent received”** or **“Consent Withdrawn”** as shown below, then you will be issued a paper W-2 form.



Note: If you are satisfied with your current status, no action is needed. If you wish to change your current status (i.e., from paper to paperless, or vice versa) click the check box and then click **Submit**.