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 using Connect Carolina. 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.

In the left menu, click W-2/W-2c Consent. The system will display the W-2/W-2c Consent Form.

6. Read and review the form. Complete the consent form by checking the box Check here to indicate your consent to receive electronic W-2 and W-2c forms.

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If the status shows “No consent received” or “Consent Withdrawn” as shown below, then you will be issued a paper W-2 form.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 your are satisfied with your current status no action is needed. If you wish to change your current status, click the check box and then click Submit.