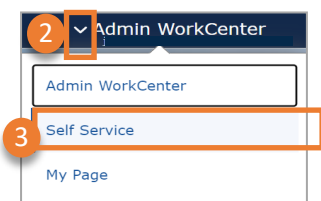


You can opt out of receiving paper copies of your W-2 form, and review and update your consent status in ConnectCarolina. If you have any problems accessing your form, contact the help desk at (919) 962-HELP.

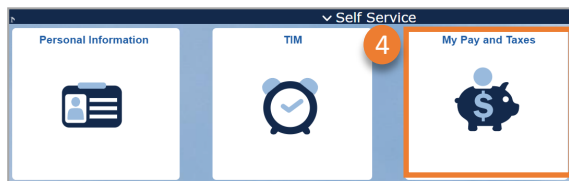
## Opting Out of Printed W-2 Forms

1. Log into ConnectCarolina.
2. In the center of the top banner, click the **down arrow** to view the drop-down menu. (Title beside the down arrow will vary based on user.)

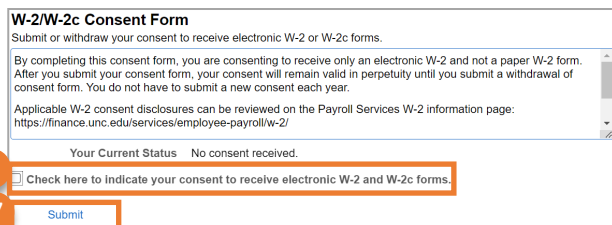
3. Select **Self Service**.



4. Click the **My Pay and Taxes** tile.



5. In the left menu, click **W-2/W-2c Consent**. The **W-2/W-2c Consent Form** will display.
6. Read, 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**.
7. Click **Submit**.



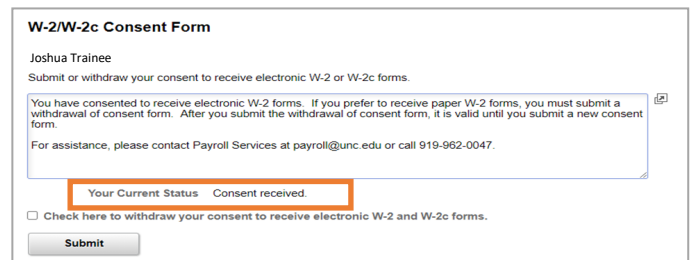
## Reviewing Your Current W-2 Consent Status

1. Follow steps 1 through 4 for **Opting Out of Printed W-2 Forms**.

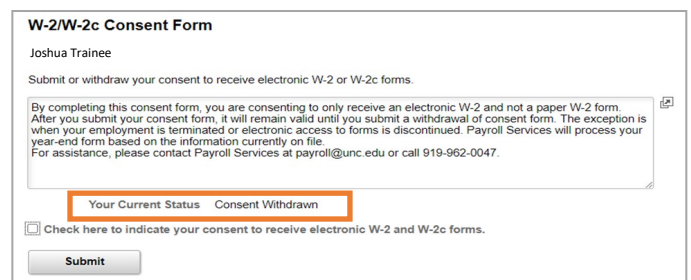
Result: The **W-2/W-2c Consent Form** will display.

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If the status shows **“No consent received”** or **“Consent Withdrawn”** as shown below, then you will be issued a paper W-2 form.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

**Note:** Those using the Faculty Portal may need to scroll down the menu to see the option. If you do not see the scroll bar, hover your mouse pointer over that area to make it appear.

