

Electronic W2 Q&A

Q: What is 'electronic W2'?

A: This is a process to provide you with the option to access to your W2 information electronically by computer through Self Service Banner (SSB) instead of through the mail. The electronic version has print capability that can print out an IRS approved paper W2. And if you use eFile to file your taxes, no paper W2 is required.

Q: Why should I choose to receive my W2 this way?

A: Electronic W2s (eW2) benefit everyone. Not only will you be able to access your W2 information sooner than if we were to mail it, you have the ability to access/print it as often as you like, in case you need additional copies. And VCU saves the time, effort, and money associated with printing, stuffing and mailing over 13,000 W2s.

Q: When will my eW2 be available on SSB?

A: This depends on a number of factors, but it will be available at least a week before the mass mailing of paper W2 forms. That week can be very important if you are expecting a refund.

Q: If I elect to receive my W2 electronically, can I change my mind?

A: Absolutely. You have the right to receive a paper W2 at any time you so choose. But if you choose to select eW2, your selection will remain in effect until you change it. If, for any reason, you need to have VCU provide you with a paper W2, simply contact Payroll Services at (804) 828-0740 or email payroll@vcu.edu.

Q: What if I select eW2 and then I leave VCU?

A: If you no longer have access to SSB, contact Payroll Services at (804) 828-0740 or email payroll@vcu.edu and we will send you your W2.

Q: Does this mean I don't need to worry about the system having my correct address?

A: No. The permanent address in Banner is still used in the W2 process, along with other many other VCU processes, and is submitted to the federal and state agencies when we send our files. It is still very important to have current, accurate address records in Banner.

Q: How do I select eW2?

A: Selection is done through SSB. From the main menu of SSB, select the Employee tab. Click on 'Tax Forms, Electronic W-2 Earnings Statement.' Once on the Electronic W-2 Earnings Statement page, click on the check box to consent to receive your W2 electronically and then click on the 'Submit' button. Selection revocation is done by contacting Payroll Services at (804) 828-0740 or email payroll@vcu.edu.