



## W-2s Will Be Available Online in Early January

**Kettering University is pleased to announce that employees may elect to receive their W-2 statement online through the Banner Web for Employee Self Service system.**

Kettering University is required by the IRS to furnish all employees with a Form W-2 for each calendar year. The Form W-2 details the employee's compensation and tax withholding amounts for the year. In the past, employees have received paper copies of their Form W-2. Complete instructions for Form W-2 are available on the IRS Web site at <http://www.irs.gov/pub/irs-pdf/iw2w3.pdf>.

### **Benefits of Receiving Form W-2 Electronically**

- Online delivery provides access to the W-2 statement earlier than the traditional mail process
- Online delivery eliminates the chance that the W-2 statement will get lost, misdirected or delayed during delivery or misplaced after the employee receives it
- Access is available at the same secure Web site at which an employee can access wage and direct deposit information. Employees can receive W-2 statements even while traveling or on assignment away from their home address
- Employees can retrieve their W-2 statements at any time of day and on weekends;
- Employees can print multiple copies at their convenience
- Employees are contributing to cost savings (forms, printing and postage expense) for the university

**Federal regulations require that employees give their consent to receive the W-2 in an electronic format.** Once consent is given it carries forward each year and does not need to be repeated.

The process for requesting the electronic version is quick and easy. Just follow these steps:

- Log on to Banner Web for Employee Self-Service  
[https://jweb.kettering.edu/jweb\\_cku1/twbkwbis.P\\_WWWLogin](https://jweb.kettering.edu/jweb_cku1/twbkwbis.P_WWWLogin)
- Select **Employee**
- Select **Tax Forms**
- Select the **Electronic W-2 Consent** option
- Check the **Consent to Receive W-2 Electronically** box
- Click on the **Submit** button
- You will not receive a confirmation that your selection has been received. To confirm your selection, go back into the *Electronic W-2 Consent* option and make sure there is a checkmark in the box.

If you agree to receive your 2008 W-2 online, you must give your consent by **January 21, 2009**. Once the W-2s are processed, which is usually by mid-January, employees who gave their consent will be able to view and print the earning statements.

The process to view and print the electronic version is simple. Just follow these steps:

- Log on to Banner Web for Employee Self-Service  
[https://jweb.kettering.edu/jweb\\_cku1/twbkwbis.P\\_WWWLogin](https://jweb.kettering.edu/jweb_cku1/twbkwbis.P_WWWLogin)
- Select **Employee**
- Select **Tax Forms**
- Select **W-2 Wage and Tax Statement**
- Select the appropriate year you would like to view (**2008**)
- Click on the **Display** button. You will see the following message: *The W-2 Year End Statement which appears below is a representation of the actual form and should not be submitted to any government in place of the actual W-2 form. Do not submit this copy with your returns.\**

\*To print a copy of the form to be submitted to the government, click on the **Print** button on the bottom left side of the form. This will display a copy of your official tax form that you may attach to your returns. Print this form using your usual print process.

### **Disclosure Notices**

An employee who consents to receiving the Form W-2 online will not receive a paper copy of the W-2. If an employee does not consent, Payroll will continue to mail the W-2 to the address on record no later than January 31.

An employee who chooses to receive the Form W-2 online can also receive a paper copy by contacting the Payroll office. Requesting a paper copy does not withdraw the employee's consent for electronic delivery of future W-2 statements.

An employee who chooses to revoke consent may do so by following the same process noted above for electing electronic delivery. To revoke consent, remove the checkmark from the box authorizing the action on Banner Web for Employee Self Service. Withdrawn consent does not apply to previously issued Forms W-2.

Payroll will mail Form W-2 to the address on record of those employees who separate from the university.

*For additional information, contact the Payroll office at [payroll@kettering.edu](mailto:payroll@kettering.edu) or (810)762-9817.*