W-2s Are Available Electronically

Ohio Northern University is pleased to announce that electronic W-2s are available online through Self-Service Banner. In order to obtain your W-2 statement electronically, we must receive your consent by filling out page two of this notice.

Consent must be given by December 31st to receive your W-2 electronically for the current year. If you do not opt to receive your W-2 electronically, you will receive a paper copy of your W-2 which will be mailed to your address of record no later than January 31st.

Once an employee has signed up, consent is valid for all subsequent years unless the employee chooses to withdraw consent or upon termination of employment. If an employee retires from the University, they will maintain access to Self-Service Banner and will receive an electronic copy of their W-2 for the tax year in which they retired.

Benefits of Receiving Form W-2 Electronically:
- Online delivery provides W-2 access earlier than traditional mail service
- Eliminates the chance of loss, misdirection, or delay in receiving the W-2 which can occur with traditional mail service delivery
- 24/7 access to the W-2 is available on the same secure web site at which an employee can access wage and direct deposit information
- Multiple copies of the W-2 can be printed at your convenience
- Contributes to cost savings (forms, printing, and postage expenses) for the university

The process to view and print an electronic W-2 is simple. Just follow these steps:
- Log on to Self-Service Banner under the Information for You pull down menu on the ONU homepage.
- Select Employee Services
- Select Tax Forms
- Select W-2 Year End Earnings Statement
- Select the tax year you would like to view
- 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 W-2, 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.
By completing and signing this form, I am opting-in and consenting to receive an electronic W-2 form. I understand that by consenting to receive an electronic W-2, I will not receive a paper copy of the W-2.

I understand that if I do not opt-in to receive my W-2 electronically, my W-2 will be mailed via the United States Postal Service and will be placed in the mail by the 31st day of January.

Print Your Name

Signature

Today’s Date