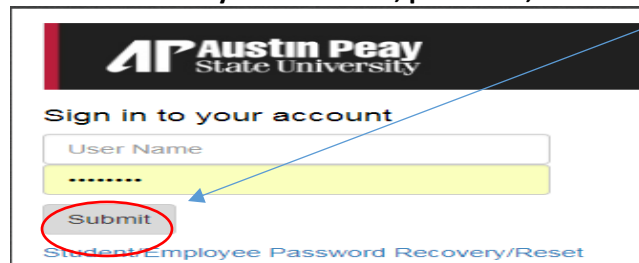


Instructions to provide Electronic Consent for W-2 Tax Form and 1095's Health Insurance Offer and Coverage Statement

1. Log in to Banner Web Self-Service: Key in user name, password, and click submit



AP Austin Peay State University

Sign in to your account

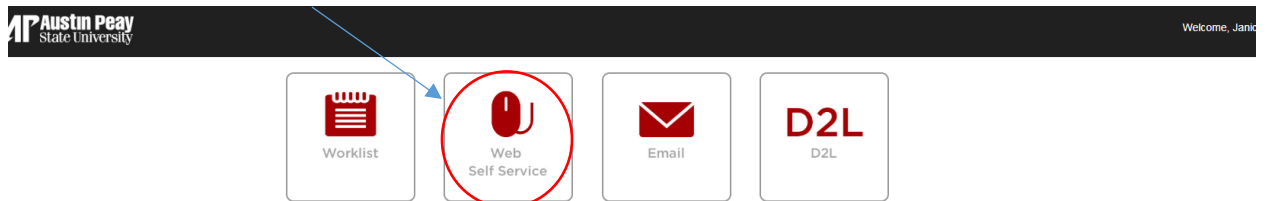
User Name

.....

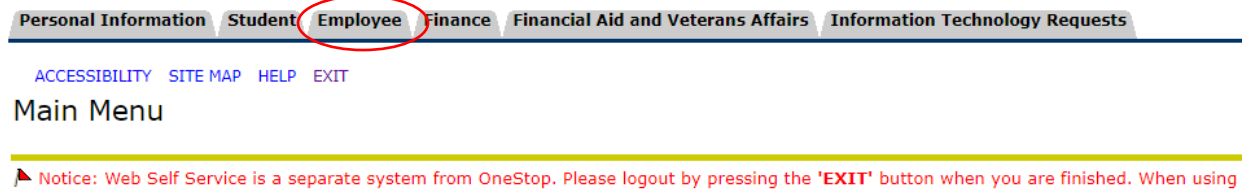
Submit

[Student/Employee Password Recovery/Reset](#)

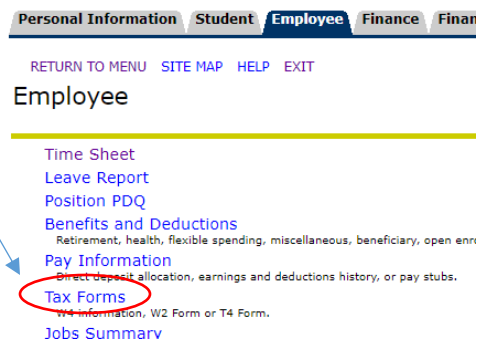
2. Select Web Self Service



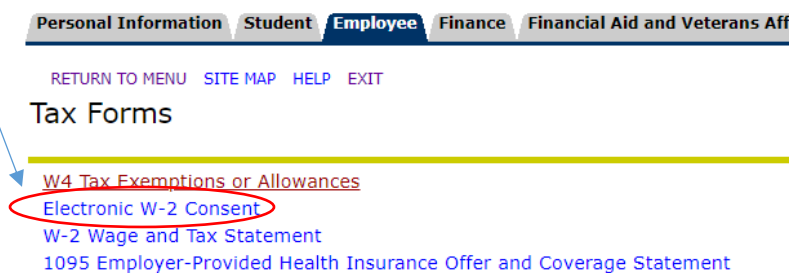
3. Select Employee Tab



4. Select the Tax Forms option



5. Select the Electronic W-2 Consent option



6. Select the check box for both the W-2 and 1095-C to Consent to Receive W-2 Electronically option and click submit

Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you acknowledge that the university will not be mailing a paper copy of your W-2 form requested to print and attach your W-2 form to a Federal, State or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported providing written notification to the Human Resources or Payroll office.

If necessary, a paper copy of your W-2 may be obtained by contacting the Payroll Office. Updating of employee contact information

Selection Criteria

My Choice

Consent to receive W-2 electronically:

Consent to receive 1095-C electronically:

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

7. Confirmation will appear at the top of the screen

Electronic W-2 Consent

✔ Electronic Statement consent was submitted successfully.

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you acknowledge that the university will not be mailing a paper copy of your W-2 form requested to print and attach your W-2 form to a Federal, State or local income tax return.

If your address has changed this year, please submit a [change of address form](#) to Human Resources.

If you have any questions please contact payroll@apsu.edu or call 931-221-7398.