Electronic Form W-2 -- Online on myUCF Employee Self Service

University of Central Florida is required by the IRS to furnish all employees with a W-2 for each calendar year to be used in completing the employees' annual tax returns. The W-2 details the employee's taxable wages and tax withholding amounts for the year. In the past, employees have received paper copies of their W-2.

Effective with the Tax Year 2009, employees have the option to receive a paper W-2 copy or an electronic W-2 through Employee Self Service.   Employees can go to the myUCF Portal and give their consent through Employee Self Service to receive electronic W-2. Once consent is given, a notification email will be sent to notify the employee when the W-2 can be printed after which Multi-factor authentication is required.
Adobe Reader is required to print the electronic W-2.

Benefits of Receiving W-2 Electronically

There are multiple benefits to receiving an electronic W-2:

- Access from anywhere at any convenient time even if working abroad.
- Access is available at the same easy-to-use, secure Web site at which an employee can access his/her wage information. Multi-factor Authentication is required. For more information: Getting Started with Multi-Factor Authentication
- Access to the W-2 will be made available earlier to those employees who provide consent to receive the form electronically. Eliminates the chance that the W-2 will be lost, stolen, delayed, or misplaced during delivery or after receipt by the employee.
- Employee may print multiple copies at their convenience.

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.

Consent to Receive Your W-2 in Electronic Format

1) *Log into myUCF Portal*
2) *Click on Employee Self Service*
3) *Click on Payroll and Compensation*
4) *Click on W-2/W-2c Consent*
5) *Check the box to "indicate your consent…"*
6) *Click on the Submit button*
7) *Verify your User ID*
8) *Enter your NID Password (same one to log into the myUCF Portal)*
9) *Click on Continue.*
10) *Review the message, "The Submit was successful."*
11) *Click on the OK button.*

If technical difficulties are experienced, please go to https://hr.ucf.edu/clearing-browser-cache-pc/ for instructions.

Disclosure Notices

An employee who chooses to receive his/her W-2 online can change his/her mind and withdraw consent to online delivery.

If you have not consented to an electronic W-2, your W-2 will be distributed to you. This will occur during the final week in January. Envelopes should be postmarked on January 31st or the first business day if the due date falls on a weekend or holiday.

The W-2 forms will remain online for at least 5 years.