University of Central Arkansas

2021 Calendar Year - Electronic Form W-2 Form available online via myUCA

IMPORTANT: Disclosure Notices

IRS regulations require employees to give their consent to receive the W-2 in an electronic format.

- An employee who consents to receiving the Form W-2 electronically WILL NOT be mailed a paper copy of the W-2.
- An automatic confirmation email is sent to the employee any time consent is given or withdrawn. They are also notified by email when the electronic W-2 is available
- Once an employee has consented to receive their W-2 electronically, there is nothing they have to do to continue to receive future electronic W-2s unless consent is withdrawn or UCA has to make any significant hardware/software updates. Employees will be notified of these updates via email in order to update their electronic consent.
- The **deadline to give consent** for the electronic 2021 W-2 is **Friday, January 07, 2022 at 4:30 p.m.**
- An employee may also request a paper copy of the W-2 by submitting a **W-2 Replacement Form** found on the the Human Resources website at:
  https://uca.edu/hr/files/2018/02/Replacement-W-2-Form-Request-revised-05-29-20.pdf
  Requesting a paper copy does not withdraw the employee's electronic consent for future W-2s.
- If an employee DOES NOT CONSENT, they will continue to receive a paper copy of the W-2
  You MUST consent electronically in order to view and print your W-2 in Self-Service
- The 2021 paper W-2 forms will be mailed no later than **January 31, 2022** to the current active (MA) mailing address you have on record in Banner Self-Service.
- An employee who chooses to receive their W-2 Form electronically may change their mind at any time and withdraw consent to electronic delivery. An employee's withdrawal of consent will be effective on the date received.
- The **deadline to withdraw consent** for the electronic 2021 W-2 is **Friday, January 07, 2022 at 4:30 p.m**.
- Once consent is withdrawn, all past electronic W-2s and future electronic W-2s will no longer be available online via Self-Service. Human Resources will confirm in writing or by email to the employee the effective date of the withdrawal. Consent may also be withdrawn by sending an email or written notice to:

  University of Central Arkansas
  Att: Human Resouces
  201 S. Donaghey Ave, Wingo 106
  Conway, AR 72035
  (501) 450-3181
  Email: humanresources@uca.edu

  ***NOTE**: Consent cannot be withdrawn by fax or telephone. To withdraw consent through the mail, allow 15 days from the date of postmark for consent withdrawal to become effective*.
- Once an employee withdraws consent, they will begin receiving a paper W-2 which is mailed out by the federal deadline of January 31st and sent to the employee's most current mailing address on file in Banner Self-Service.

- The access of an employee's W-2 form in electronic format will automatically cease upon the employee's termination of employment with UCA.
- All employees should be aware that the W-2 Form, even when provided electronically, should be attached to their annual tax return. If the W-2 is provided electronically, the employee should print enough copies to attach them to their respective tax return documents.
- In the event a W-2C Form (W-2 correction) is needed:
  - If the original W-2 was issued *electronically*, the W-2C will be issued electronically through myUCA (Self-Service) and an email notification will be sent within 30 days of the electronic W-2C being posted to myUCA.
  - If the original W-2 was issued on *paper*, a paper W-2C will be sent through postal mail.

***NOTE*: You will NOT be able to view or print your W-2 electronically unless you consent through self-service in myUCA.**

Name and Address Changes

- **It is the employee's responsibility to notify Human Resources of any name or address changes**
- **Name changes** can be made by completing the **NAME CHANGE REQUEST FORM** found on the Human Resources website at https://uca.edu/hr/files/2019/05/namechangeform.pdf and will be processed in HR by furnishing an updated copy of your social security card indicating the employee's new legal name. When employees do not update their personnel records, the university can be fined by the IRS for any name that does not match the social security card.
- **Address changes** can be made by the employee on their Self-Service tab of their **myUCA**
  - Click on the **PERSONAL INFORMATION** tab, then select **VIEW ADDRESSES AND PHONES**
  - Select UPDATE ADDRESSES AND PHONES at the bottom
  - Update your mailing address for W-2 purposes.
    Not updating your address will delay the arrival of the paper W-2.

For questions regarding the electronic form W-2, please contact Human Resources via email at **humanresources@uca.edu** or call us at **(501) 450-3181**.

For instructions on ***how to consent/withdraw consent*** for the electronic W-2 in Self-Service AND ***how to view/print the electronic W-2*** once available, click here:

https://uca.edu/hr/files/2019/11/ElectronicW-2ConsentandView-PrintInstructions.pdf