

University of Central Arkansas

2026 Electronic W-2 Disclosure Notices

Overview of Electronic Delivery

- ♦ **IRS regulations require employees to provide active consent to receive their W-2 in an electronic format and view/print it in the [EMPLOYEE SELF-SERVICE DASHBOARD](#).**
- ♦ If you consent to electronic delivery, you will NOT be mailed a paper copy. Instead, you will receive an email notification when your W-2 is available.
- ♦ **Consent carries over:** Once consent is given, you do not need to do anything to continue receiving future W-2s electronically unless you withdraw consent or UCA implements significant hardware/software updates (in which case, you will be emailed to update your consent).
- ♦ **Tax Returns:** Even when provided electronically, the W-2 should be attached to your annual tax returns. You must print enough copies of your respective tax documents.

Deadlines and Instructions

- ♦ **Initial Processing Deadline: Friday, January 8, 2027 at 4:30 p.m.**
Your consent status at this exact time determines how your 2026 W-2 will be initially issued.
 - **If you consent by the deadline:** Your W-2 will be issued electronically. If you need a paper copy after the deadline passes, you must request a W-2 Replacement.
 - **If you do not consent by the deadline:** You will automatically receive a paper W-2, mailed no later than February 1, 2027, to the active mailing address on record in Employee Self-Service.
*However, you may still consent at any time **after** the deadline to immediately view and print your W-2 electronically once they are available.*
- ♦ **How to Consent:** Access the [EMPLOYEE SELF-SERVICE DASHBOARD](#).
 - 💡 *For step-by-step instructions on consenting, withdrawing, or viewing/printing, visit:*
[ELECTRONIC W-2 CONSENT AND VIEWING/PRINTING INSTRUCTIONS](#)

Requesting a Paper Copy

Employees may request a paper copy without withdrawing their consent for future electronic W-2s.

- ♦ Submit a [W-2 REPLACEMENT FORM](#) found on the Human Resources website.
 - 💡 **NOTE:** 2026 W-2 Replacement Requests **will not** be processed before February 16, 2027.

Withdrawing Consent

Employees may change their mind and withdraw consent at any time.

- ♦ **Consequences:** Once withdrawn, all past and future electronic W-2s will immediately cease to be available online via the [EMPLOYEE SELF-SERVICE DASHBOARD](#). You will begin receiving a paper W-2 mailed by the federal deadline.
- ♦ **How to Withdraw Consent:** Access the [EMPLOYEE SELF-SERVICE DASHBOARD](#).
 - 💡 *For step-by-step instructions on consenting, withdrawing, or viewing/printing, visit:*
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Employment Termination

- ♦ Access to your electronic W-2 form will automatically cease upon termination of your employment with the University.

W-2 Corrections (W-2C)

If a W-2C Form is needed, it will be issued in the same format as your original W-2:

- ♦ **Electronic:** Issued through [EMPLOYEE SELF-SERVICE DASHBOARD](#) with an email notification sent within 30 days of posting.
- ♦ **Paper:** Sent through postal mail.

Keeping Information Updated

It is the employee's responsibility to keep their name and address up to date. Failure to maintain accurate information may result in your W-2 being delayed or incorrect.

- ♦ **Name Changes:** Complete the [NAME/ADDRESS CHANGE FORM](#) found on the HR website and attach an updated copy of your social security card indicating your new legal name.
- ♦ **Address Changes:** Update this directly in the [EMPLOYEE SELF-SERVICE DASHBOARD](#) (Click [My Profile](#) > Select the **Pencil Icon** next to the **Mailing Address**.)
- ♦ **Terminated Employees:** Once your employment has ended with the University, you no longer have access to the Employee Self-Service Dashboard; therefore, to update your address, you must submit a [NAME/ADDRESS CHANGE FORM](#) found on the HR website.

Failure to update mailing address will delay the arrival of the paper W-2.

For questions regarding the electronic form W-2, please contact Human Resources at payroll@uca.edu or [\(501\) 450-3181](tel:5014503181).