Instructions for giving permission to receive W2 Electronically:

START: Off of the home page (www.gvsu.edu)

OPTION 1:

1. Click on the “Banner Flag” shortcut below

OPTION 2:

1. Click on the “Faculty/Staff” tab
2. Click on “Banner”
3. Click on “Banner Self-Service (including e-Print)”

Then Follow:

1. Login using your G#
2. Enter PIN
3. Click on the Employee Tab
4. Click on Tax Forms
5. Click on Electronic W2 Consent
6. Read the permission form carefully
7. Check the consent to receive electronic W2 box
8. Click on Submit

A green bar will run along the bottom of the screen (very quickly) this means your permission has been accepted. You will not get any other confirmation. If you would like to double check return to the Tax Form Menu select Electronic W2 Consent again and if the check mark is still there we have your authorization.