



Electronic W-2s

How to Consent to Receive, View, and Print an Electronic W-2



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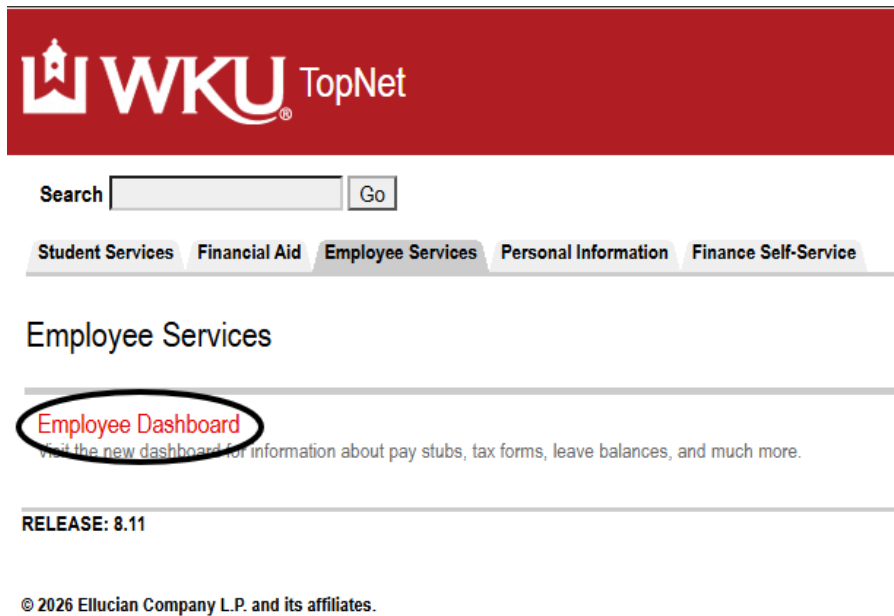


1. Log in to your TopNet account. Click on the Employee Services option under the Main Menu or the tab at the top of the page.

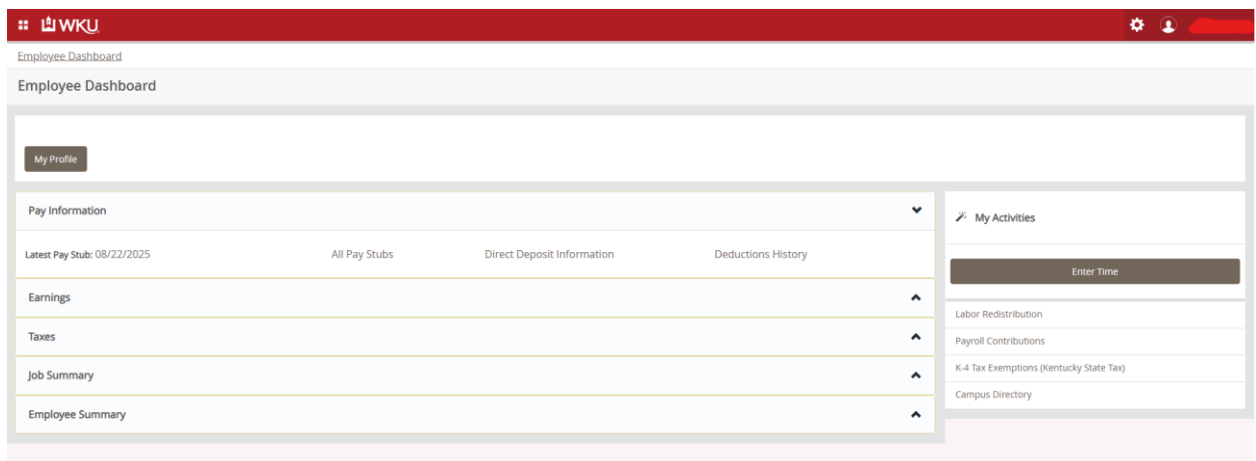
A screenshot of the WKU TopNet website. At the top is a red banner with the WKU logo and the text "TopNet". Below the banner is a search bar with a "Go" button. A horizontal navigation bar contains several tabs: "Student Services", "Financial Aid", "Employee Services", "Personal Information", and "Finance Self-Service". The "Employee Services" tab is circled in black. Below this bar is a "Main Menu" section. It lists several options, each with a brief description. The "Employee Services" option is circled in black. The options listed are: Student Services (Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Pay Tuition ar Housing Assignment; Apply for Study Away; Textbook Reservation; Opt In to Graduate Assistant Health Insurance; A), Financial Aid (Apply for Financial Aid; View financial aid status and eligibility, accept aid offers, view loan applications, request regi), Employee Services (View Benefits and Deductions, Pay Information, Tax Forms, Vacation and Medical Leave Balances), Financial Services (Review financial documents), Personal Information (View or update your address(es), phone number(s), and e-mail address(es). View procedure for making a name cha), Faculty/Staff Purchasing Big Red Dollars (For Faculty/Staff to purchase Big Red Dollars with a Credit Card.), Faculty/Staff Purchasing Dining Dollars (For Faculty/Staff to purchase Dining Dollars with a Credit Card.), Faculty/Staff Meal Plan Registration (For Faculty/Staff to purchase a Meal Plan and pay by credit card.), Topper Orientation Program (TOP) Students, and Proxy Access (Create and maintain access for others to your information with Proxy Access.).



2. Next, click the Employee Dashboard option.



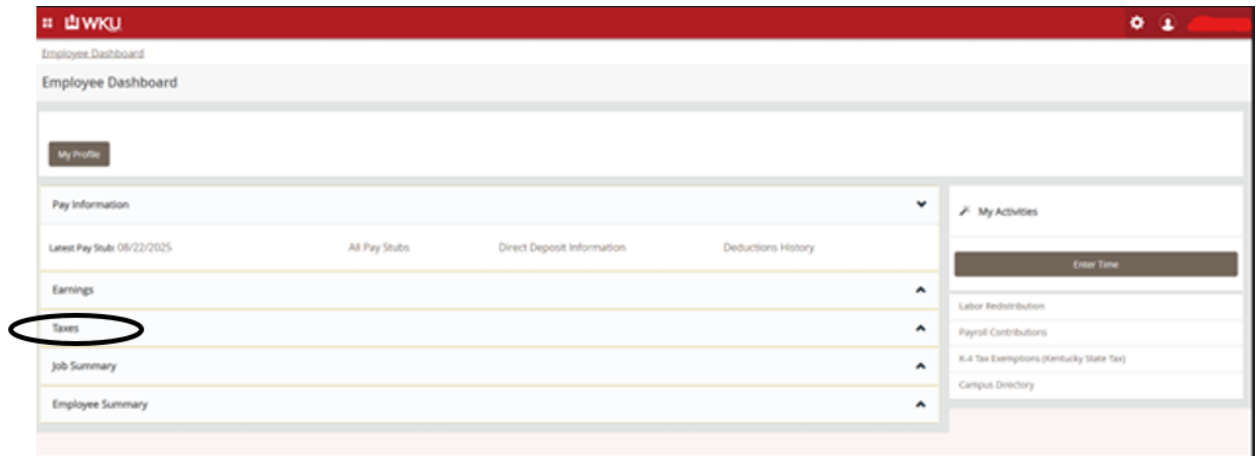
3. The new, updated Employee Dashboard will be displayed.



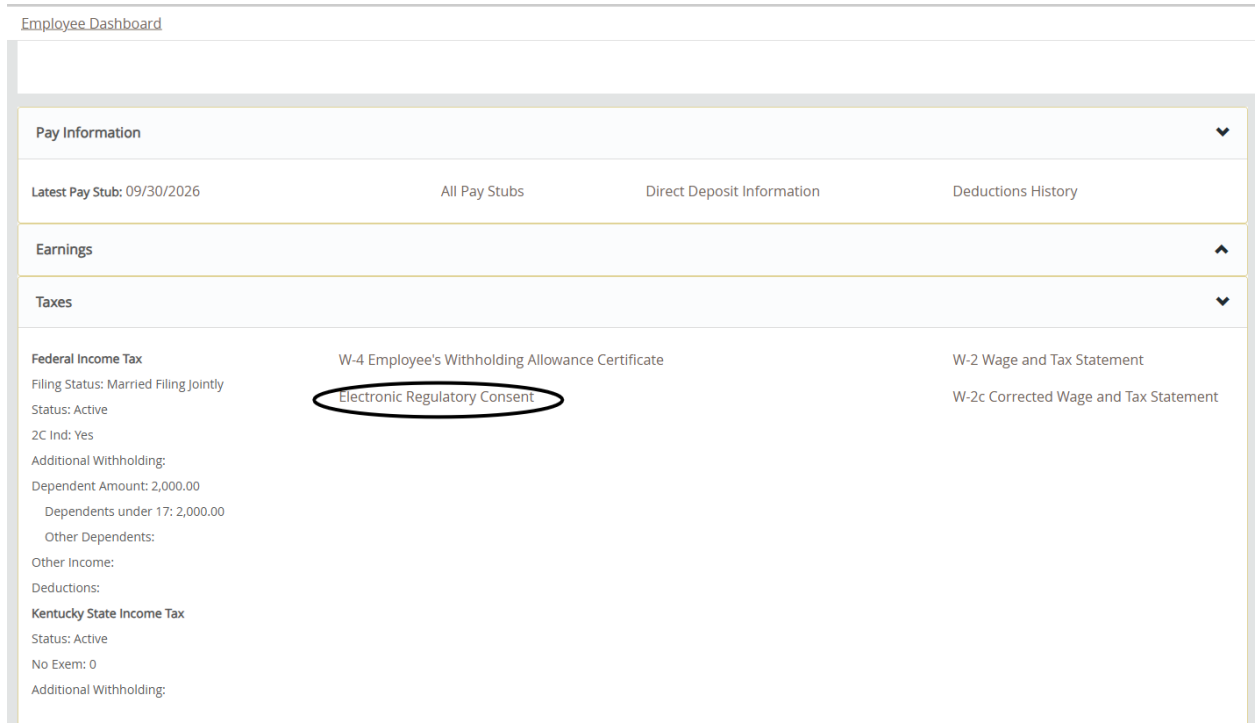


How to Consent to Receive an Electronic W-2

- Click on the “Taxes” button as circled below.



- The “Taxes” section will expand showing additional options to select. Click on the “Electronic Regulatory Consent” button as circled below.





6. To consent to receive your W-2 electronically, check the box next to “Consent to receive W-2 electronically:” and click “Submit”. To revoke your election, uncheck the box next to “Consent to receive W-2 electronically:” and click “Submit”.

A screenshot of the WKU Employee Dashboard showing the "Electronic Regulatory Consent" page. The page has a red header with the WKU logo and navigation icons. Below the header, the breadcrumb "Employee Dashboard > Electronic Regulatory Consent" is visible. The main heading is "Electronic Regulatory Consent". A light blue instruction bar states: "Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent." Three paragraphs of text follow, explaining the consent process and the validity of the election. A section titled "Selection Criteria" contains a table with two rows. The first row, "Consent to receive W-2 electronically:", has its checkbox checked and is circled in black. The second row, "Consent to receive 1095-C electronically:", has an unchecked checkbox. Below the table, a statement reads: "I understand the instructions provided to me for accessing and printing my electronic tax forms." A "Submit" button is located below this statement. At the bottom of the page, a link for "Return To Tax Forms Menu" is provided.

WKU

Employee Dashboard > Electronic Regulatory Consent

Electronic Regulatory Consent

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to your Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by returning to this site and unchecking the My Choice consent box, or providing written notification to the Human Resources or Payroll office. Revoking consent does not apply to previously issued tax statements.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

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

Return To Tax Forms Menu



7. After you have submitted your selection, a confirmation that the Electronic Statement consent was submitted successfully (or revoked) will appear in green in the upper right-hand corner of the screen. From here you may exit the form.

A screenshot of the WKU Employee Dashboard's "Electronic Regulatory Consent" page. The page has a red header bar with the WKU logo and navigation icons. A green notification box in the top right corner states "Electronic Statement consent was submitted successfully." The main content area is titled "Electronic Regulatory Consent" and includes instructions for selecting electronic consent. A table under "Selection Criteria" shows two rows: "Consent to receive W-2 electronically:" with a checked checkbox, and "Consent to receive 1095-C electronically:" with an unchecked checkbox. Below the table is a "Submit" button and a link to "Return To Tax Forms Menu". The URL "https://acapps.wku.edu/EmployeeSelfService/" is visible at the bottom left.

WKU

Employee Dashboard » Electronic Regulatory Consent

Electronic Statement consent was submitted successfully.

Electronic Regulatory Consent

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the My Choice consent box, or providing written notification to the Human Resources or Payroll office. Revoking consent does not apply to previously issued tax statements.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

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

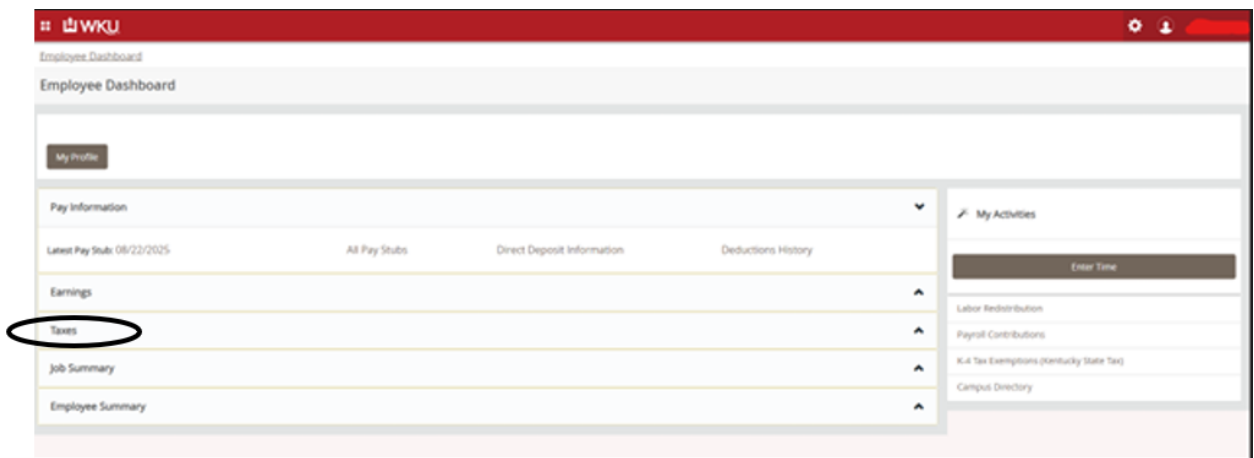
Return To Tax Forms Menu

<https://acapps.wku.edu/EmployeeSelfService/>

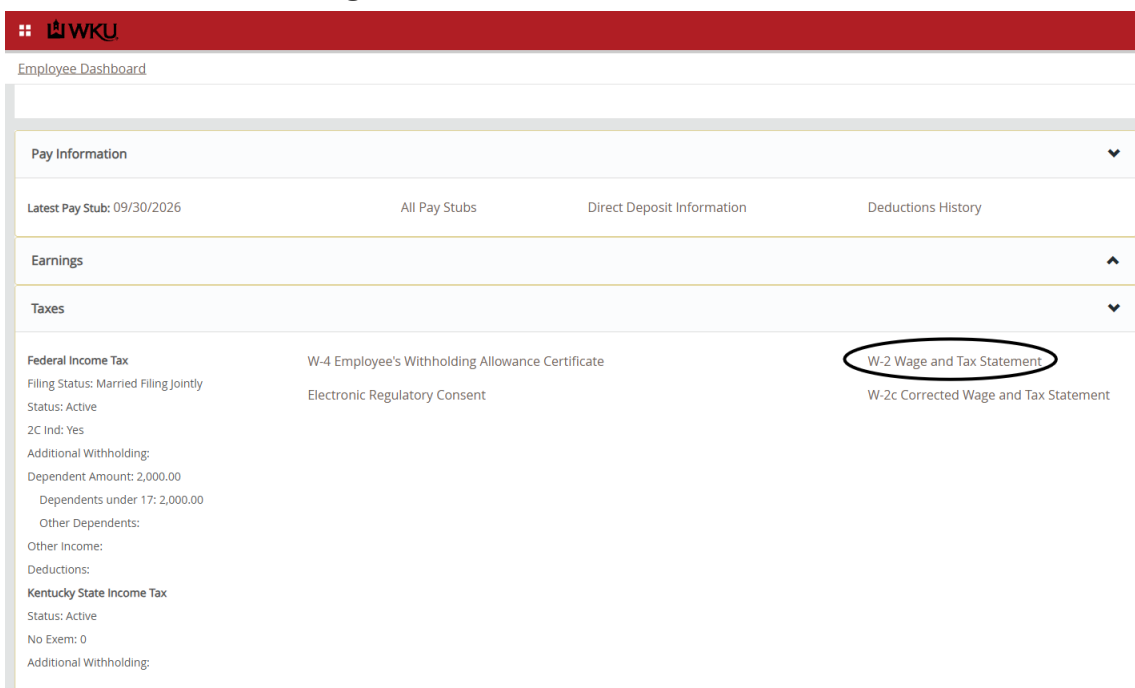


How to View an Electronic W-2

1. Return to the Employee Dashboard and Click on the “Taxes” button as circled below.



2. The “Taxes” section will expand showing additional options to select. Click on the “W-2 Wage and Tax Statement” button as circled below.





3. Select the Tax Year of the W-2 you are wanting to view using the drop-down menu circled below. The “Employer or Institution” menu should remain as “Western Kentucky University”. Click “Display”.

A screenshot of the WKU Employee Dashboard showing the "W-2 Wage and Tax Statement" page. The page has a red header with the WKU logo and navigation icons. Below the header, there's a breadcrumb trail: "Employee Dashboard > W-2 Wage and Tax Statement". The main content area has a title "W-2 Wage and Tax Statement" and a note: "You may adjust the display size by selecting View in the menu at the top of your browser." Below this, there are two dropdown menus. The first is labeled "Tax Year:" and has a value of "Select", which is circled in black. The second is labeled "Employer or Institution:" and has a value of "Western Kentucky University". Below these menus is a "Display" button. At the bottom of the page, there is a footer with the text "W-4 Employee's Withholding Allowance Certificate" and "W-2c Corrected Wage and Tax Statement".

4. The W-2 for the tax year you selected should be displayed on your screen for viewing.

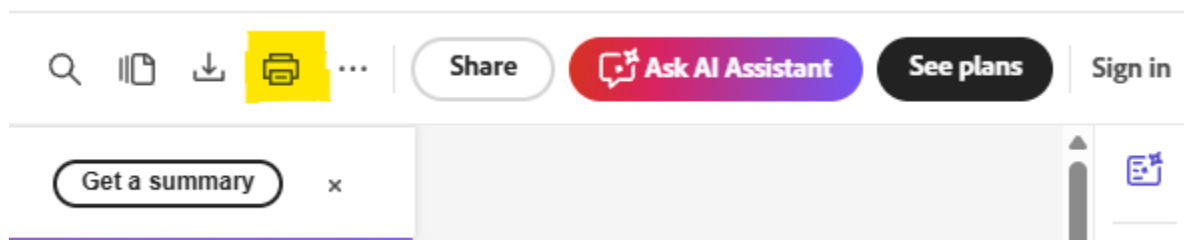


How to Print an Electronic W-2

1. Follow the steps listed under “How to View an Electronic W-2”. Once your W-2 is displayed on the screen, select the “Printable W-2” button at the bottom left-hand corner of the screen.



2. A PDF version of your W-2 should open on your screen. Follow the necessary steps through your PDF software to print the W-2. (For Adobe, the print icon is located in the top right-hand corner of the screen. In some instances, you may also be able to right-click on the W-2 and select “Print”).





Important Notes

If you elected to receive your W-2 electronically in prior years and have not revoked that election, you do not need to do so again. For more information, please contact Payroll at payroll.info@wku.edu.

IRS Disclosure Information

- Hardware and software requirements to receive Form W-2 electronically include a computer with internet access, web browser and a WKU NetID and password.
- Current employees must give consent prior to receiving Form W-2 online in an electronic only format.
- If you DO NOT consent to receive your Form W-2 electronically, a paper Form W-2 will be mailed to the address listed on your paystub.
- If you DO consent to receive your Form W-2 electronically only, you will not receive a paper Form W-2 in the mail. You will be able to access and print your Form W-2 using TopNet.
- Your election will remain in effect for future years unless you change your election or separate employment at WKU. If you are no longer employed by WKU, a paper form will be mailed to the address on file.
- The consent withdrawal is effective on the date received by the Payroll office.
- Withdrawn consent does not apply to previously issued W-2 forms.
- Electronic W-2s are available to current employees only.
- An employee may still receive a duplicate paper Form W-2 by contacting the Payroll Office in mid-February. Paper Form W-2s will not be reissued prior to mid-February.

Please note: Requesting a duplicate paper Form W-2 does not withdraw the employee's consent for electronic delivery of W-2s in the future.



Contact Us

For questions regarding Electronic W-2s, please contact us via email or telephone.

Western Kentucky University
Payroll Office
1906 College Heights Blvd.
Wetherby Administration Bldg., G-10
Bowling Green, KY 42101
(270) 745-2609
payroll.info@wku.edu

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