

W-2s Online Consent Instructions

All **active** employees can consent to receive their W-2 statements online through [MySeaport](#) (faculty/staff) or [SeaNet](#) (students). If you consented last year to the online option, you do not need to consent again.

Instructions for consenting to receive your W-2 online

Faculty and Staff:

Log in to [MySeaport](#) with your UNCW User Name and Password

Select **Administrative Services** tab

Select **Payroll & Leave Info** under “Single Sign-on Services”

Select **Tax Forms**

Select **W-2 Electronic Consent**

Check the box under “My Choice” to consent to receive your W-2 online.

Select **Submit**

You will not receive an acknowledgement or be redirected after giving your consent.

NOTE: If you have not logged in to the “Payroll & Leave Info” link recently you may be redirected to SeaNet and asked for an 8 digit PIN (your birthday MMDDYYYY) and to create a security question. If you need your PIN reset or experience any other problems contact TAC at TAC@uncw.edu or 962-HELP.

Student Employees:

Log on to [SeaNet](#)

Select **Secure Log in for Faculty, Staff and Students**

Enter UNCW ID# (850xxxxxx) and PIN (may be 6 digits or 8)

Select **Employee Services**

Select **Tax Forms**

Select **W-2 Electronic Consent**

Check the box under “My Choice” to consent to receive your W-2 online.

Select **Submit**

You will not receive an acknowledgement or be redirected after giving your consent.

Benefits of Receiving W-2 Form Online

- 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
- Earlier access to the W-2 and submitting annual tax returns
- Eliminates the chance that the W-2 will be lost, stolen, delayed or misplaced during delivery or after receipt by the employee
- Online format is accepted by IRS
- Employee may print multiple copies for tax return(s)
- No need to remember to consent every year. Consent remains until you choose to change it.
- And most importantly, employees are contributing to UNCW’s cost savings for forms, printing and postage expenses and “going green.”

Disclosure Notices

*An employee who consents to receiving his/her W-2 Form online will **not** receive a paper copy of the W-2.*

If an employee does not consent, he/she will continue to receive a paper copy of the W-2. Paper copies will be distributed by January 31st as required by the IRS. W-2s for current active employees will be mailed to the primary address on file.

*Consent to receive the W-2 online may be withdrawn by unchecking the consent box on mySeaPort or SeaNet. **Withdrawing consent must be done prior to December 31st and only applies to W-2s not yet issued.***

The option to receive a W-2 form online will automatically cease upon the termination of employment at UNC Wilmington.