

MAKE SURE YOU RECEIVE YOUR W-2 FORM!

There are 2 options for receiving your W-2:

- **Electronic option.** On-line viewing of your W-2 through Ursa with no paper copy mailed to you. Enter online consent through Ursa for this option.
- **Paper copy mailed to you.** A residence address is required for W-2 forms. Verify/Update your address through Ursa. Your W-2 form will be mailed to one of these address types, in this order:
 - Local Mailing Address
 - Permanent Address
 - Diploma Mailing Address

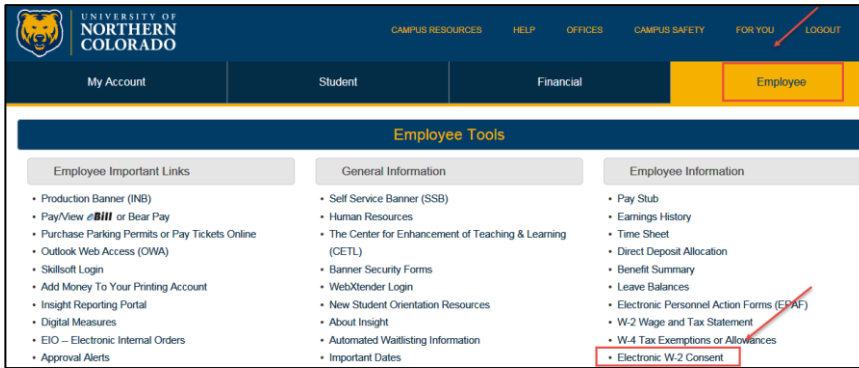
Faculty and Staff - follow the steps on Page 2
Student Employees – follow the steps on Page 3

Enter address update/electronic consent by January 9th.

If you have any questions, please call the Payroll office at 970-351-2700.
W-2 forms will be available no later than January 31.

Page 2 - Faculty and Staff - Receive your W-2 Electronically:

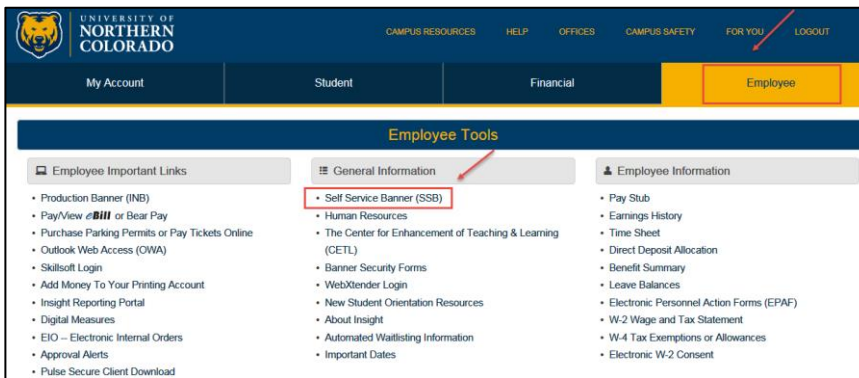
Under the Employee tab, click on the link for “Electronic W-2 Consent.” Click the box for “My Choice to Consent to receive W-2 electronically” and click the Submit button.



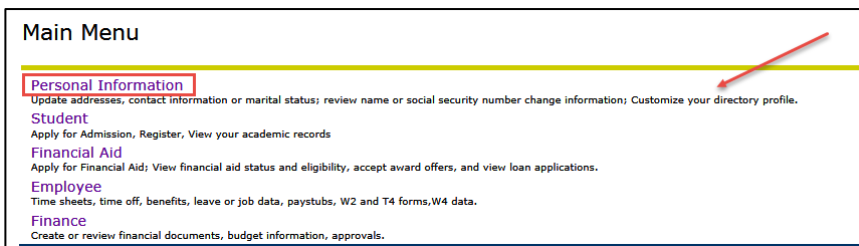
Faculty and Staff - Verify/Update Your Address for a Paper W-2 Form:

1. Sign into Ursa using your “firstname.lastname” login.

Under the Employee tab, click on the link for “Self Service Banner (SSB)” located under Employee Tools, General Information.



2. From the Main Menu screen, click on the link for “Personal Information.”

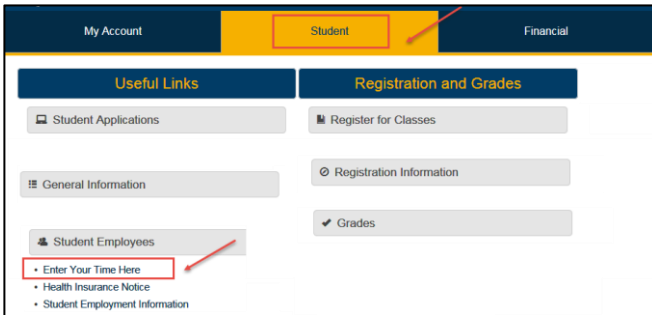


3. From the Personal Information screen, click on the link to View or Update Addresses and Phones.
4. Your W-2 form will be mailed to your address, in this order: Local Mailing, Permanent or Diploma Mailing. To update your address for W-2 mailing, click the “Current” link for that address, make changes and click the Submit button.



Page 3 - Student Employees - Receive your W-2 Electronically:

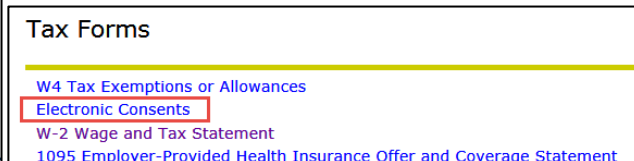
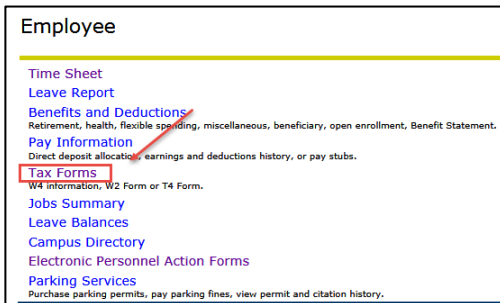
1. Under the Student tab, Student Employees information, click on the link to "Enter your Time Here."



2. At the Time Reporting Selection screen, click on the Employee tab.



3. At the Employee screen, click on the link for Tax Forms; then click on the link for Electronic Consents. Follow the prompts to record your choice to receive your W-2 electronically.



Student Employees - Verify/Update Your Address for a Paper W-2 Form:

1. Sign into Ursa using your Student login.
2. Under the Student tab, click on the link to Update Addresses and Phones.
3. Your W-2 form will be mailed to your address, in this order: Local Mailing, Permanent or Diploma Mailing.
4. To update your address for W-2 mailing, click the "Current" link for that address, make changes and click the Submit button.

