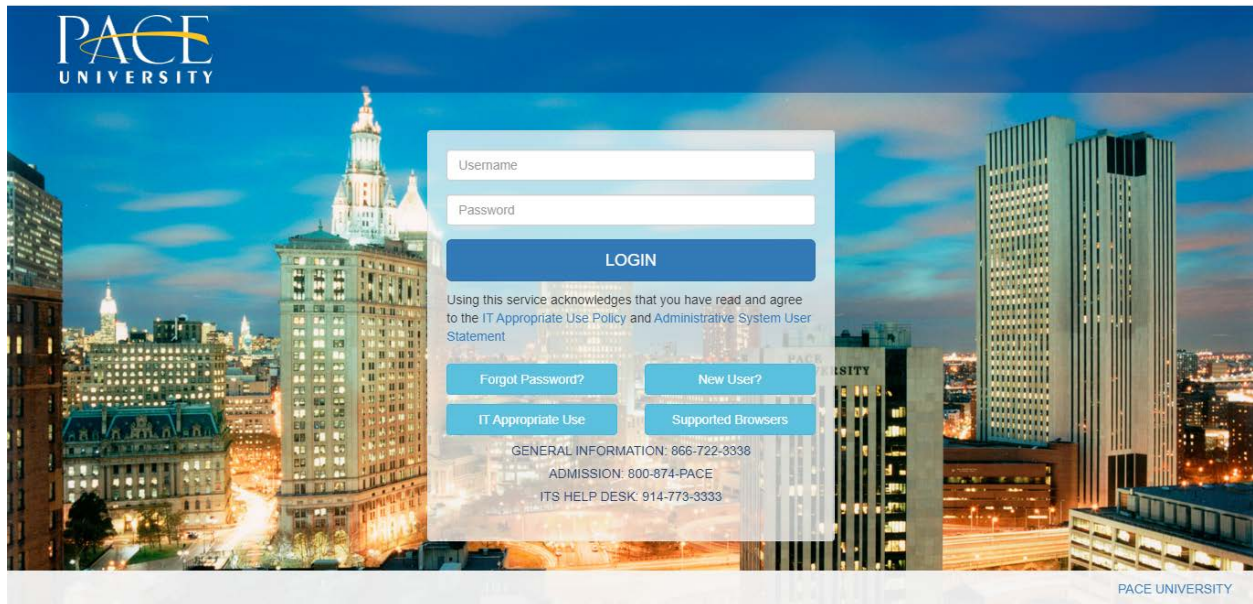
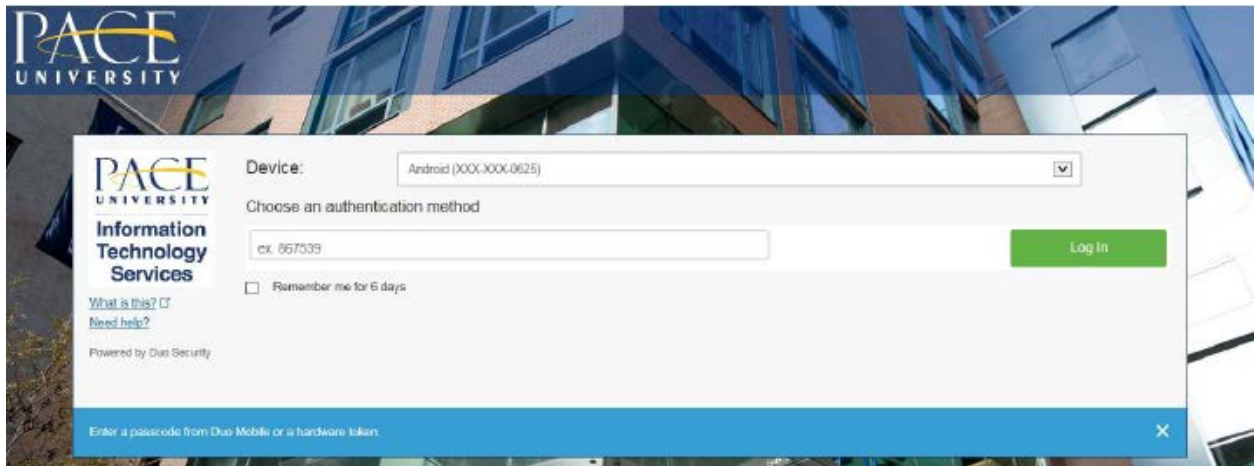


## [OPT-IN TO RECEIVE YOUR W-2 ELECTRONICALLY](#)

1. Log into MyPace Portal at [portal.pace.edu](http://portal.pace.edu)



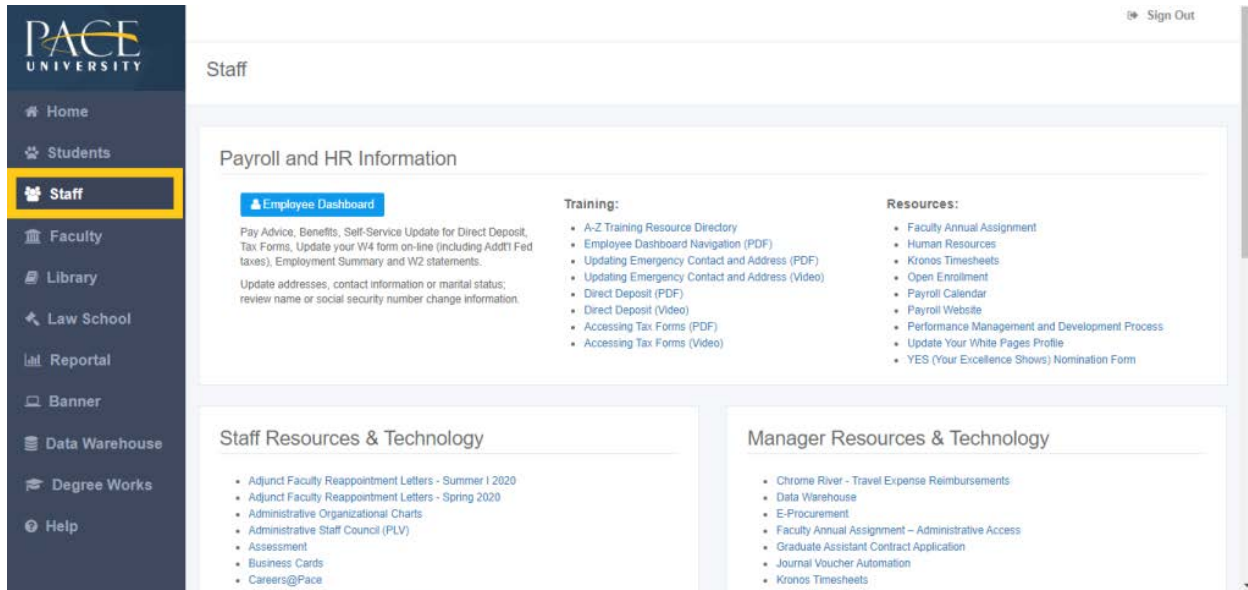
2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the 6-digit passcode from the Duo Mobile app, and click Log in



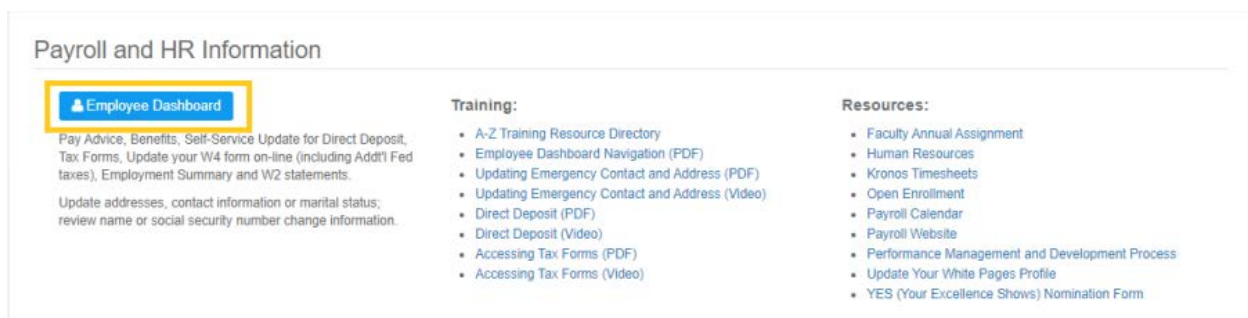
Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security of your account and the safety of your personal information. The new login procedure requires you to enter a 6-digit passcode which you retrieve from the Duo Mobile app installed on a secondary device (e.g. smartphone or tablet) in your possession. This will prevent anyone, but you, from accessing your account even if they know your password. Any Apple, Android, or Windows mobile device will work with the Duo Mobile app, which you need to download from your device's app store during the setup process.

For an overview of the setup process, please read our [Duo MFA: Initial Setup for Protected Pace System](#) article. If you do not own a smartphone or tablet, or if you have any questions, please contact the ITS Help Desk at (914) 773-3333 or [pacehelpdesk@pace.edu](mailto:pacehelpdesk@pace.edu) for further assistance. If you're not enrolled in Duo MFA, when you try to log in to the MyPace Portal to retrieve your tax information, you'll be directed to start the Duo enrollment process by clicking the setup button below the login box. This will set up your account with this added layer of security.

3. Click on the **Staff** tab on the left – this should be done for all employees including Faculty, Staff and Students.



4. Select the blue button **Employee Dashboard**.



5. Select the **Taxes** drop down menu.

<b>Pay Information</b>	^
Latest Pay Stub: <a href="#">06/15/2020</a>	<a href="#">All Pay Stubs</a> <a href="#">Direct Deposit Information</a> <a href="#">Deductions History</a>
<b>Earnings</b>	v
<b>Benefits</b>	v
<b>Taxes</b>	v
<b>Job Summary</b>	v
<b>Employee Summary</b>	v

6. Select **W2 Wage and Tax Statement**

<b>Taxes</b>	^
<b>Federal Income Tax for U.S. Citizens</b> <a href="#">W-4 Employee's Withholding Allowance Certificate</a>	<a href="#">W-2 Wage and Tax Statement</a>
Filing Status: Single Status: Active Number of Allowances: 2 Additional Withholdings:	<a href="#">Electronic Regulatory Consent</a> <a href="#">1095-C Employer Provided Health Insurance Offer and Coverage Statement</a> <a href="#">W-2c Corrected Wage and Tax Statement</a>
<b>New York State Tax</b> Filing Status: Single Status: Active # Exempt: 0 Additional Withholding:	

7. Select the **applicable year** to display

8. Select **Ok**

9. Review the Electronic Regulatory Consent Information, check the box next to **Consent to receive W-2 electronically** and select **Submit**.

### 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.

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

Consent to receive W-2 electronically:  **My Choice**

Consent to receive 1095-C electronically:

I understand the instructions provided to me for accessing and printing my electronic tax forms.

[ [Return To Tax Forms Menu](#) ]

[ [Benefits](#) | [Employee Information and Pay Advice](#) | [Tax Forms](#) | [Employment Summary](#) | [Banner Self-Service has a new look! Click here to preview](#) ]

10. After selecting **Submit**, you will see your W-2.

11. To print the W-2 select  option at the bottom of the page.

**Please note:** For best results, change your page setup to landscape before printing.