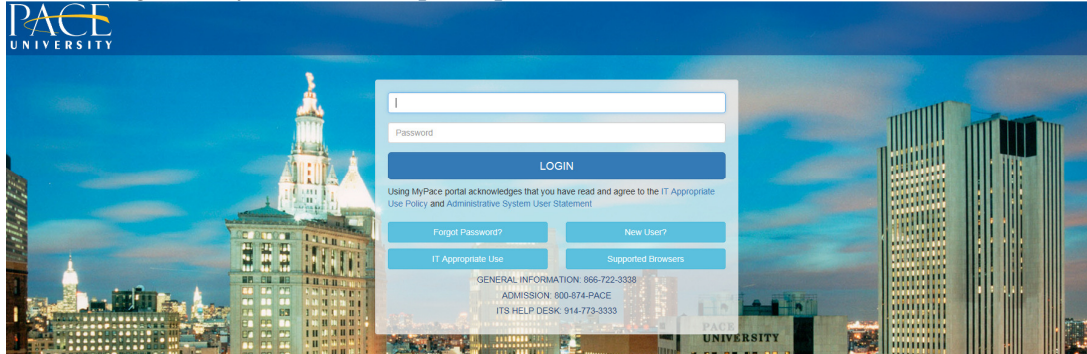
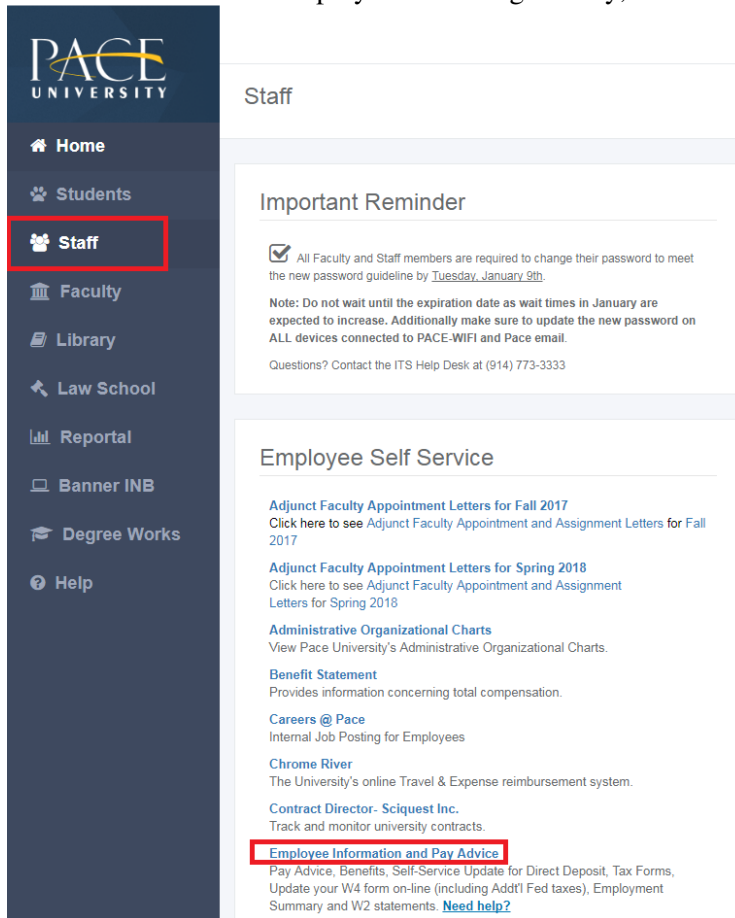


Opt-in to Receive Your W-2 Form Electronically


1. Log into MyPace Portal at portal.pace.edu



2. Click on the “Staff” tab on the left & Select Employee Information and Pay Advice - this should be done for all employees including Faculty, Staff and Students



3. Click on Tax forms & select “W2 and 1095-C Consent”



Personal Information

Student

Financial Aid

Employee

Finance

Employee

Benefits

View your retirement, health, flexible spending, insurance and other benefit information

Employee Information and Pay Advice

Pay Advice and Self-Service Update for Direct Deposit


Tax Forms

Get W2 Taxable Income Calculation, W4, state, local and other tax forms (including Addt'l Fed taxes) and W2 statements

Employment Summary

View title, department, and employment status

Banner Self-Service has a new look! Click here to preview



Personal Information

Student

Financial Aid

Employee

Finance

Tax Forms

W4 Tax Exemptions or Allowances

W2 Form

IT-2104 Form

IT-2104-E Form

8233 Form

IT 2104-1 Form

W2 and 1095-C Consent

1095 Employer-Provided Health Insurance Offer and Coverage Statement

Explanation of the W2

W-2 FAQ

W2 Reprint Correction Request Form

- Review the Electronic Regulatory Consent information, check the box next to “Consent to receive W-2 electronically”, and click submit

PACE UNIVERSITY

Personal Information Student Financial Aid **Employee** Finance

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	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input checked="" type="checkbox"/>

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

[Return To Tax Forms Menu]

- After Clicking “Return to Tax Forms Menu” select W2 form, & select the applicable year to display.

PACE UNIVERSITY

Personal Information Student Financial Aid **Employee** Finance

Tax Forms

W4 Tax Exemptions or Allowances

W2 Form

IT-2104 Form

IT-2104-E Form

8233 Form

IT 2104-1 Form

W2 and 1095-C Consent

1095 Employer-Provided Health Insurance Offer and Coverage Statement

Explanation of the W2

W-2 FAQ

W2 Reprint Correction Request Form

Personal Information

Student

Financial Aid

Employee

Finance

W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the top of your browser.

Tax Year:

2017 ▼

Employer or Institution:

Pace University ▼

Display

After selecting “Display,” you will see your W-2.

6. To print the W-2 select the

Printable W-2

option at the bottom of the page.

For best results, change your page setup to landscape before printing