Electronic Form W-2—Online on BannerWeb—Sign up now!

Smith College is required by the IRS to furnish all employees with a Form W-2 for each calendar year to be used in completing the employees’ annual tax return. The Form W-2 details the employee’s compensation and tax withholding amounts for the year. In the past, employees have received paper copies of their Form W-2.

For tax year 2013, instead of paper copies, current Smith College employees MAY CHOOSE to receive their W-2 forms online through the BannerWeb system. Employees must provide their consent to receive all future W-2 statements only in electronic format until consent is revoked. To receive your 2013 W-2 electronically you must consent before Payroll processes the paper copies (typically in mid to late January).

Advantages of receiving Form W-2 electronically

- Your W-2 will be available sooner than a printed copy
- You can reprint a copy of your W-2 anytime during the year
- No possibility that a Form W-2 might be lost, stolen, delayed or misplaced by the U.S. mail service or by the employee
- Multiple levels of security protects all information within the BannerWeb system
- Access can be obtained anytime via the internet—anywhere in the world

Additional Information

If you do not choose to receive your W-2 electronically, a paper copy will be mailed to your home address (current students receive their W-2 in their campus box). Faculty and staff, please ensure the Office of Human Resources has your up-to-date mailing address. Graduated students, please ensure Development has your up-to-date mailing address.

Employees will always have access to the electronic copy of Form W-2 on BannerWeb even if you receive a paper copy at each calendar year end. This option is available for re-prints for all years of employment.

If you do not consent to receive your W-2 electronically and try to access it on BannerWeb a message box will appear “Please provide your consent to receive your electronic W-2”. If you click OK, you will consent to receiving your W-2 electronically, if you click Cancel, your W-2 will be displayed and you will continue to receive a paper copy annually.

Employees may discontinue electronic receipt at any time by revoking their consent on BannerWeb or by calling the Payroll Office. The withdrawn consent does not apply to previously issued Forms W-2.

How do I sign up?

To sign up, access the Electronic W-2 Consent Form on BannerWeb:

1. Log in to BannerWeb via the Smith Portal at https://portal.smith.edu
2. Choose the Employee tab
3. Click on Tax Information
4. Click on Electronic W-2 Consent
5. Click the My Choice box to consent to receive W-2 electronically and click Submit button
How do I revoke my consent?

1. Log in to BannerWeb and access the Electronic W-2 Consent page as indicated in the “How do I sign up” section above
2. Simply uncheck the My Choice box and click Submit button
3. Or call the Payroll Office to revoke consent at 413-585-4401 or 2213

How do I access my W-2?

1. Log in to BannerWeb via the Smith Portal at https://portal.smith.edu
2. Choose the Employee Tab
3. Click on Tax Information
4. Click on W-2 Year End Earnings Statement
5. Select the Tax Year of the W-2 you would like to access; click Display button
6. If you have consented to receiving your W-2 electronically the W-2 will display. If you have not consented a message box will appear asking you to provide your consent. Click OK if you want to consent or Cancel to display your W-2
7. Click the Printable W-2 button on the bottom of the W-2
8. The W-2 Form will display for printing

What if I have trouble logging in to BannerWeb? Contact Information Technology Services User Support Services at 413-585-4487. Once logged in, if you need assistance navigating BannerWeb please contact the Payroll Office at 413-585-4401 or 2213.