Want to Receive Your W-2 Form Electronically? Sign Up Today!

Current Smith College employees may choose to receive their W-2 forms online through the BannerWeb system instead of receiving a paper W-2 through the mail. Employees must provide their consent through their Smith Portal in order to receive the W-2 in electronic format.

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 then Electronic W-2 Consent
4. Click the My Choice box to consent to receive W-2 electronically and then click the Submit button

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. Faculty and staff, please ensure the Office of Human Resources 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.

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 then Click on W-2 Year End Earnings Statement
4. Select the Tax Year of the W-2 you would like to access; click Display button
5. 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
6. Click the Printable W-2 button on the bottom of the W-2
7. 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 585-4607.