

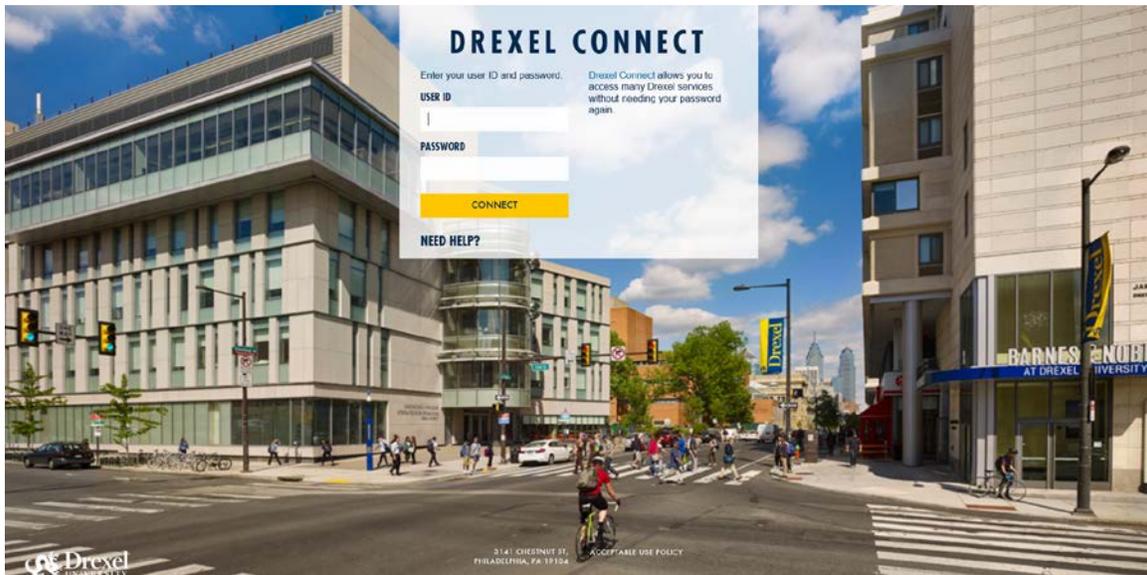
## Online W-2 Consent Form

**Please Note:** *These instructions are intended to provide employees with basic information required to access the Online W-2 Consent Form. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems accessing the Online W-2 Consent Form, please contact the Payroll Department at [payroll@drexel.edu](mailto:payroll@drexel.edu).*

**If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.**

### Step 1. Access the Drexel One portal

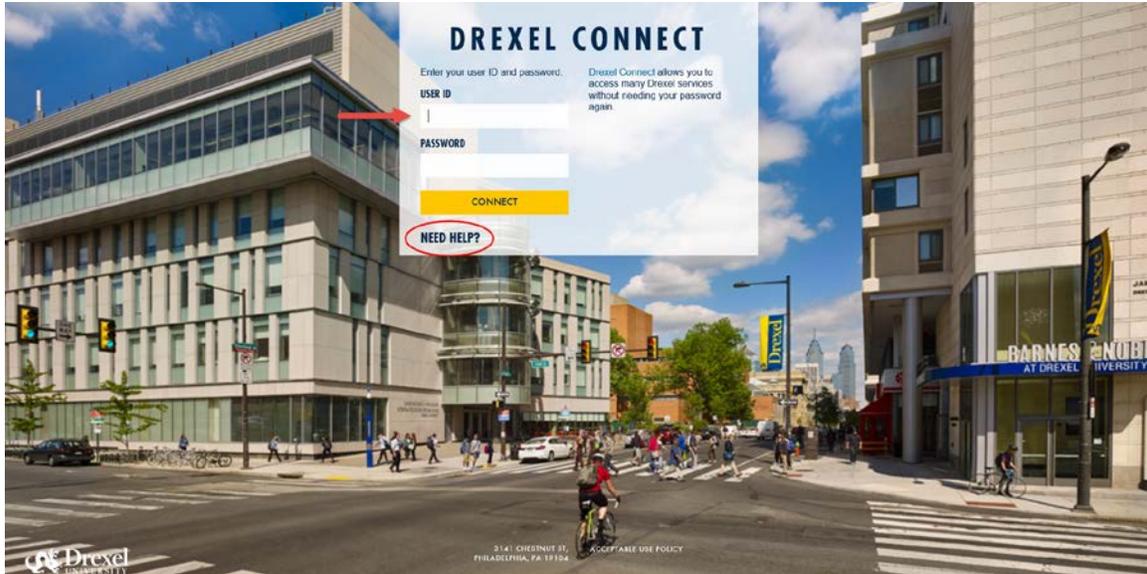
Use your internet browser to access the Drexel One portal at <https://one.drexel.edu>. You will be taken to the log on page.



# Online W-2 Consent Form

## Step 2. Log on to Drexel One

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “help” link and follow the instructions.

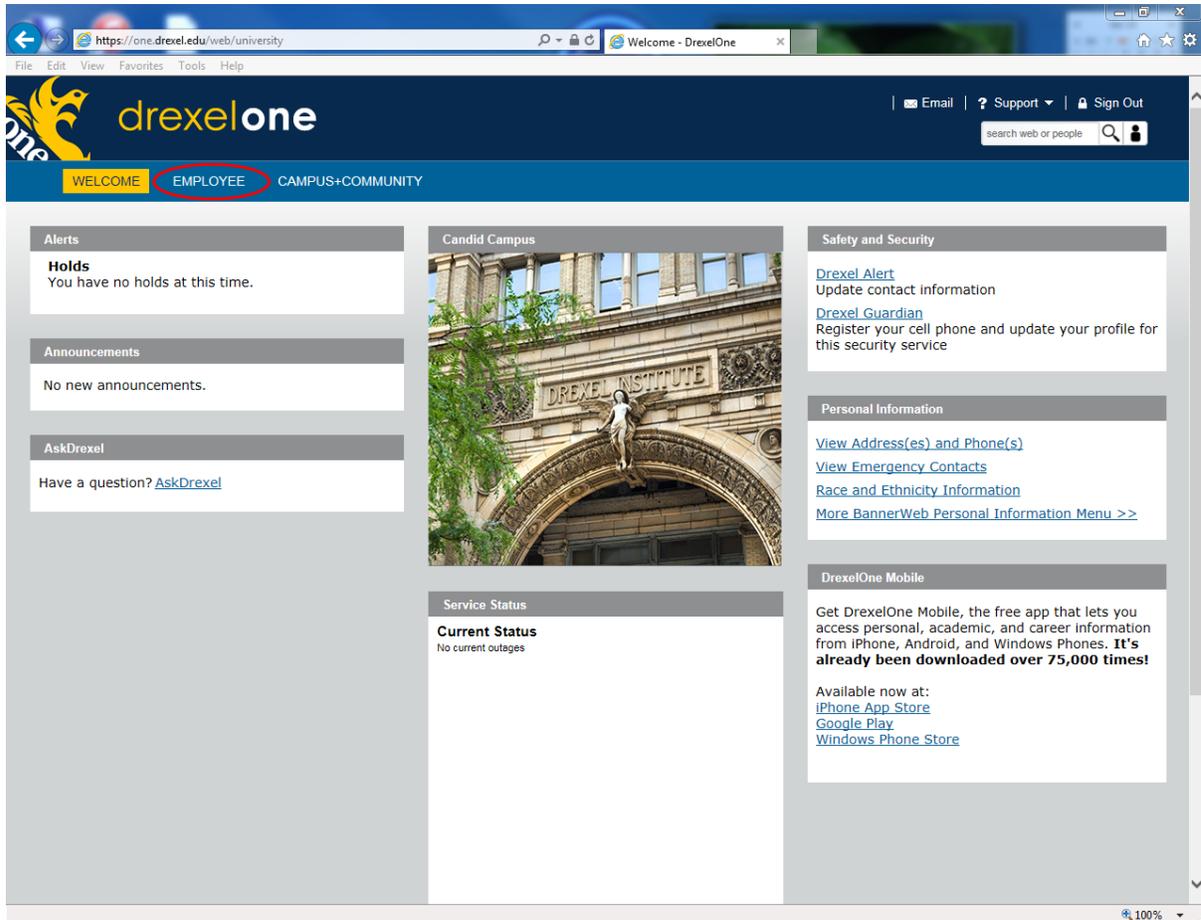


# Online W-2 Consent Form

## Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

*Note: If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.*



# Online W-2 Consent Form

## Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the "Submit" button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.

The screenshot shows a web browser window with the URL [https://banner.irttest.drexel.edu/duhris/hwgtkaddr.P\\_DisplayEmployeeAddress](https://banner.irttest.drexel.edu/duhris/hwgtkaddr.P_DisplayEmployeeAddress). The page title is "Drexel University BannerWeb Information System" and the current page is "Employee Services". The DrexelAlert logo is prominently displayed, with the text "DrexelALERT EMERGENCY NOTIFICATION SYSTEM". Below the logo, the heading "DrexelAlert Emergency Contact Information Update" is shown. A message prompts the user to "Please verify/enter your preferred mobile phone number below." The form contains a text area with the phone number "215 555 0123" and a green checkmark icon. Below the form, there is a "Submit" button with a red arrow pointing to it. The page also includes a disclaimer and a "RELEASE: 000" label at the bottom.

# Online W-2 Consent Form

## Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location Address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at [hris@drexel.edu](mailto:hris@drexel.edu).

Please include your correct address(s), university ID and the effective date of your change. Click on the "Continue" button to move on to the Employee Services Menu.

**Drexel University BannerWeb Information System**

**Personal Information** **Employee Services**

**FACULTY AND STAFF ADDRESS VERIFICATION**

It is imperative that the University know your current and valid home and campus addresses at all times.

Once each term before proceeding to the Employee Services Menu you **MUST** confirm that your addresses are current.

If your addresses below are current and valid simply click the "Continue" button to proceed to the Employee Services Menu.

If your Campus or Home address/telephone number is incorrect please e-mail your correct address, including zip code, the EFFECTIVE DATE of the address change and your UNIVERSITY ID to [hris@drexel.edu](mailto:hris@drexel.edu) your address will be updated by HRIS.

The Employee Campus Mailing Address identifies where your campus mail should be sent.

The Employee Home Address is used by the Human Resources, Benefits and Payroll Offices. Changes to the Employee Home Address are monitored and may result in a change in your tax status. If you have any questions regarding tax changes contact the Payroll Office.

<b>Employee Campus Mailing Address(es)</b>	<b>Employee Campus Mailing Phone(s)</b>
<b>Current:</b> January 1, 2010 - ?	<b>Primary:</b> (215) 895-2000
3141 Chestnut Street Philadelphia, PA 19104	✓
<b>Employee Home Address(es)</b>	<b>Employee Home Phone(s)</b>
<b>Current:</b> January 1, 2010-?	<b>Primary:</b> (215) 555-0123
123 Main Street Hometown, USA 12345	✓
<b>Employee Work Location Address(es)</b>	<b>Employee Work Location Phone(s)</b>
<b>Current:</b> January 1, 2010 - ?	<b>Primary:</b> (215) 895-2000
3141 Chestnut Street Philadelphia, PA 19104	✓

RELEASE: 015

# Online W-2 Consent Form

## Step 4. Select from the Employee Services Menu

Click the “Tax Forms” link.

The screenshot shows the DrexelOne Employee Services menu. The browser address bar displays <https://one.drexel.edu/web/university/employee?gpi=10>. The page header includes the DrexelOne logo, navigation links for Email, Support, and Sign Out, and a search bar. The main menu is divided into three sections: WELCOME, EMPLOYEE (highlighted), and CAMPUS+COMMUNITY. The EMPLOYEE section contains several sub-menus:

- Payroll**:
  - [Direct Deposit Advice / Pay Stub](#)
  - [Time Reporting and Leave Balances](#)
  - [Tax Forms](#) (indicated by a red arrow)
  - [More BannerWeb Employee Services >>](#)
  - View Benefits, Payroll, Job History Information and more...
- Academic Information and Reports**:
  - [HERI 2007-08 Faculty Presentation](#)
  - [Middle States Self Study Design](#)
  - [Drexel Student Learning Priorities](#)
  - [Overview of Drexel Student Learning Priorities](#)
  - [Program Learning Assessment Goals](#)
  - [The Drexel Learner Centered Syllabus Checklist](#)
  - [Envisioning Drexel's Future: Interdisciplinary Collaborations, Networks, and Academic Planning](#)
  - [Drexel University MSCHE Self-Study 2012](#)
  - [HERI Faculty Survey Data 2010-2011](#)
  - [MSCHE Report to the Faculty, Administration, Trustees, and Students of Drexel University](#)
- Development and Certifications**:
  - [Conflict of Interest Program](#)
  - [Career Pathway](#)
  - Learning and Performance Resources
- Employee Quick Links**:
  - [HR Policies](#)
  - [Technology Policies](#)
  - [HR Forms](#)
  - [Staff Employment](#)
  - [Benefits Information](#)
  - [New Employee Technology Checklist \(pdf\)](#)
  - [Going Global](#)
  - A resource to help students find employment opportunities globally and provides faculty/staff with country-specific information for business travel.
- Purchasing and Travel**:
  - [Smart Source](#)
  - An eProcurement application designed to make the purchase of goods and services easier for faculty and staff by automating the procure-to-pay process.
  - [Business Travel](#)
  - All business travel should be arranged using Drexel's authorized travel agent, Ovation Travel. Ovation is a full-service travel agency.
- Benefits Administration**:
  - [Benefits Service Center](#)
  - For new employees to enroll, and current employees to view this year's benefit elections

# Online W-2 Consent Form

## Step 5. Select “W-2 Electronic Consent”

From the Tax Forms menu, select the “W-2 Electronic Consent” link to access the Online W-2 Consent Form.

The screenshot shows a web browser window with the URL [https://banner.drexel.edu/pls/duprod/twbkwbis.P\\_GenM](https://banner.drexel.edu/pls/duprod/twbkwbis.P_GenM). The page title is "Drexel University BannerWeb Information System". The navigation menu includes "Personal Information" and "Employee Services". The "Tax Forms" section is active, displaying a list of links:

- [W-2 Wage and Tax Statement](#)  
Print or View W-2 Tax Form
- [W-2 Electronic Consent](#) (indicated by a red arrow)
- [W-4 Tax Exemptions/Allowances](#)  
View your current tax exemptions and allowances, and update resident withholding. If you wish to make an update to non-resident withholding, please contact the tax office. For W-4 instructions and worksheets, click [here](#)
- [W-2c Corrected Wage and Tax Statement](#)  
Print or View W-2c Tax Form
- [TurboTax Opt Out](#)  
Automatically import your W-2 information to TurboTax! Choose to stay included or opt out of the TurboTax Import feature.

RELEASE: 8.7.D

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# Online W-2 Consent Form

## Step 6. Review Consent Form and Select Your Option

Read the disclosures contained in the Electronic W-2 Consent page. This page contains important information about your rights and responsibilities as they pertain to opting for electronic delivery of your W-2.

Your election remains in effect until you change it, so if you have previously opted for electronic W-2 delivery, this box will already be checked, otherwise it will be blank.

- To make your election to receive your W-2 online, check the “Consent to Receive W-2 Electronically” box under “My Choice” and click “Submit”.
- To revoke your election to receive your W-2 online, uncheck the “Consent to Receive W-2 Electronically” box under “My Choice” and click “Submit”.
- Drexel One does *not* display a confirmation message when making changes.

Once you have read the disclosures and made your election (or verified that election already in effect for you is correct) log out of Drexel One using the icon in the upper-right hand corner of the screen. Be sure to close out of your browser once you have logged out of Drexel One.

https://banner.drexel.edu/pls/duprod/bwplstxs.P\_W2Co Electronic W-2 Consent

**Drexel University BannerWeb Information System**

Personal Information **Employee Services** RETURN TO TAX MENU HELP **EXIT**

### Electronic W-2 Consent

Please use the box below to indicate whether you want to receive your W-2 electronically or a paper version.

If the box is **checked**, you have selected an electronic W-2.  
If the box is **unchecked**, you will receive a paper W-2.

To make a change, please check or uncheck the box as needed and click 'Submit'. You will be returned to this consent page with your selection to indicate your changes were saved.

If you consent to receive an electronic W-2, you will not receive a paper W-2. You agree to be responsible to print all copies necessary for tax filing and any other purposes. If you do not consent to receive an electronic W-2, a paper version will be printed and mailed to you by January 31 each year.

Please review your Employee Home Address information and e-mail any corrections/updates to Human Resources Information Systems at [hris@drexel.edu](mailto:hris@drexel.edu). Include your correct address, university ID and the effective date of your change.

- Your W-2 can be accessed using any computer with Internet access.
- You may retrieve your W-2 via the Drexel One Portal by accessing Employee Self Service.
- Your electronic W-2 will be available by January 31 each year that your consent is in force.
- If you file your tax returns on paper, you will be required to print multiple copies of the electronic W-2 and attach it to your federal, state and local income tax returns.
- Federal Regulations require that your current year W-2 be available on line until October 15. W-2s for 2006 and future years will continue to be available unless or until this service is no longer supported in a future tax year.

If you check the box below to receive your W-2 electronically, your election will be valid for all subsequent years unless revoked by you, you terminate from employment at the University, or this service is not supported in a future tax year.

If after consenting to receive your W-2 electronically in any year, you decide to receive a paper version you must uncheck the box below before January 20th. Any revocation of consent after this date will be effective for subsequent tax years.

If you wish to receive a paper copy of your W-2 after the January 20th deadline passes, you must first revoke your consent by returning to this page and uncheck the box. Then you must submit a "Request for IRS Form W-2" to Payroll for processing. The request form is available in the Payroll section of the Comptroller's website: [Request for IRS Form W-2](#). No paper copies of W-2's will be printed for any employees who have elected to receive their W-2 electronically.

**Selection Criteria**

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

**I understand the instructions provided to me for accessing and printing my electronic W-2 form.**

**Submit**

[ Return To Tax Forms Menu ]

100%