

WINSTON SALEM STATE UNIVERSITY

PAYROLL

REVOKE CONSENT FOR ONLINE DELIVERY OF IRS W-2 FORM

Banner ID Number

Employee Last Name

Employee First Name

I, the above named employee, hereby withdraw my consent to receive IRS W-2 Form electronically through Banner Rams Online. By cancelling my enrollment and withdrawing my consent, I will not receive online delivery of my original W-2 through Banner Rams Online. If I change my mind, I can always re-enroll for online delivery at a later date. This withdrawal will not affect my ability to get reprints online when available.

I want to cancel my enrollment and withdraw my consent to receive my original W-2 Form online through Banner Rams Online. I understand and agree that if I confirm this request, I will not receive my original W-2 Form in an electronic format. I will receive a paper W-2 Form mailed to my current address through normal delivery of the U.S. Postal Service. Withdrawal of consent does not remove my consent to receive other tax forms electronically.

Employee Signature

Date of Signature

Please mail this request to the address listed below. Payroll will revoke your access to view IRS W-2 Form electronically through Banner Rams Online upon acceptance of this request. The staff member responsible for the acceptance will return a signed copy of this form to you at your permanent address on file with Winston Salem State University and will indicate the date the revocation of electronic consent took effect. Please review your employee permanent address for accuracy prior to the submission of this form by visiting Banner Rams Online, Personal Information, View Address(es) and Phone(s). If you need to update your address, please complete a change of address form with the Human Resource Office located at 103 Eller Hall, 601 S. Martin Luther King Jr. Dr., Winston-Salem, NC 27110.

Revoke in effect as of: _____

Printed Name and Signature of Payroll Representative

Winston Salem State University
Payroll Office
114 Eller Hall
601 S. Martin Luther King Jr., Drive
Winston Salem, NC 27110